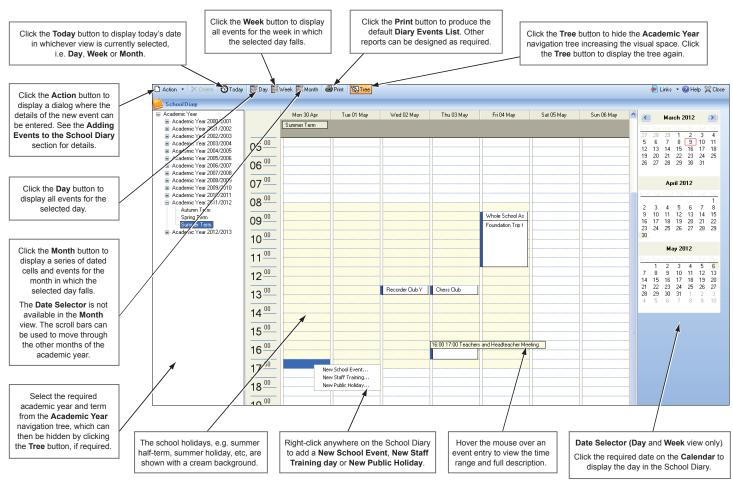# Using the School Diary

The School Diary can be used to record any school events that occur during the course of an academic year, e.g. school trips, training days, staff meetings, parent's evenings, etc. The School Diary also has links with Attendance, so school closures, half-term dates, etc, are reflected in the attendance records. A school closure (or partial school closure (in England only)) can be created via **Focus** | **Attendance** (or **Lesson Monitor**) | **Exceptional Circumstances**.

Changing the School Diary View

Select **Focus** | **School** | **School Diary** to display the **School Diary** page. By default, the details for the current academic year are displayed. It is possible to change the **School Diary** view by clicking the apropriate button on the toolbar, i.e. **Day**, **Week** or **Month**.

Click the **Today** button to display today's date in whichever view is currently selected, i.e. **Day**, **Week** or **Month**.

Click the **Week** button to display all events for the week in which the selected day falls.

Click the **Print** button to produce the default **Diary Events List**. Other reports can be designed as required.

Click the **Tree** button to hide the **Academic Year** navigation tree increasing the visual space. Click the **Tree** button to display the tree again.

Click the **Action** button to display a dialog where the details of the new event can be entered. See the **Adding Events to the School Diary** section for details.

Click the **Day** button to display all events for the selected day.

Click the **Month** button to display a series of dated cells and events for the month in which the selected day falls.

The **Date Selector** is not available in the **Month** view. The scroll bars can be used to move through the other months of the academic year.

Select the required academic year and term from the **Academic Year** navigation tree, which can then be hidden by clicking the **Tree** button, if required.

The school holidays, e.g. summer half-term, summer holiday, etc, are shown with a cream background.

Right-click anywhere on the School Diary to add a **New School Event**, **New Staff Training day** or **New Public Holiday**.

Hover the mouse over an event entry to view the time range and full description.

Date Selector (Day and **Week** view only)

Click the required date on the **Calendar** to display the day in the School Diary.

Viewing Past Diary Events

It is possible to view events that occurred in previous terms and years.

1. From the **Academic Year** navigation tree, select the relevant year then click the **+** button to expand the details.

2. Double-click the term that contains the required dates.

3. Scroll down the page until you reach the required date and details of the event.

4. To return to the current year, select it from the **Academic Year** navigation tree. Click the **+** button to expand the details then double-click the current term.

Adding Events to the School Diary

Providing you have appropriate Permissions, events can be added to the School Diary that are visible to all users. Events can be added to your own personal diary then marked as **Private** so that they are <u>not</u> visible to others.

Select **Focus** | **School** | **School Diary** to display the **School Diary** page. A new school event can be created in any of the following ways:
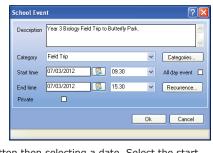
- Click the **Action** button to display the **School Event** dialog.

- Click the **Action** button drop-down arrow then select **Create New Event** | **User Defined Event** from the drop-down menu.

- Double-click any date in the **School Diary**.

- Right-click anywhere on the **School Diary** then select **New School Event** from the pop-up menu.

1. Enter a **Description** for the event. This description will be displayed in the School Diary.

2. Select the **Category** from the drop-down list, e.g. **Field Trip**.

Additional categories can be created (providing you have appropriate Permissions) by clicking the **Categories** button.

3. Select the **All day event** check box, if applicable.

4. Alternatively, specify the **Start time** details by clicking the **Calendar** button then selecting a date. Select the start time from the drop-down list.

5. The end date defaults to the same date as the start date. If required, edit the date by clicking the **Calendar** button. Select the end time from the drop-down list.

6. Select the **Private** check box, if required, to ensure that the event is invisible to others, e.g. a personal hospital appointment, etc.

Using the School Diary

Adding Recurring Events to the School Diary

Some School Diary events may occur on a regular basis, e.g. Staff meetings and Governor's meetings, etc. Defining an event as recurring prevents the need to re-enter the event details.

NOTE: Once added, recurring events can only be deleted on an individual basis.

1. Select **Focus | School | School Diary** to display the **School Diary** page.

2. Click the **Action** button down-arrow then select **Create New Event | User Defined Event** to display the **School Event** dialog.

3. Enter a **Description** for the event then select the required **Category** from the drop-down list. Additional categories can be created (providing you have appropriate Permissions) by clicking the **Categories** button.

4. Click the **Recurrence** button to display the **Event Recurrence** dialog.

5. If the event is planned for the whole day, select the **All day event** check box located at the top left-hand side of the dialog.

6. Alternatively, specify the **Event time** by selecting the **Start** time and **End** time from the respective drop-down lists.

   The **Event Duration** is be populated automatically.

   Define the event recurrence **Pattern** by selecting one of the following radio buttons.

- **Daily** – select either the appropriate **Every** radio button and enter the number of days between the event being repeated, e.g. every 1 day, or select the **Every Weekday** radio button to specify the days when the event will occur.

   Select the appropriate check boxes to denote the days when the event will take place.

- **Weekly** – enter the number of weeks in the **Recur every** field to indicate how frequently the event will recur. Select the appropriate check boxes to denote the days when the event will take place.

- **Monthly** – enter the relevant date of the month in the **Day** field and the number of months between the event being repeated in the **of every** field, e.g. 1st Monday of every month.

   Alternatively, select the **The** radio button then select the appropriate values from the associated drop-down lists, e.g. the **First Monday** of every **1** month.

7. Specify the **Range of recurrence** by entering the **Start** and **End by** dates.

   Alternatively, select the **End after** radio button then enter a number in the **occurrences** field (defaults to 10 occurences).
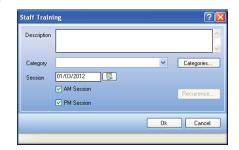
8. If the event only occurs during school time, select the **Skip holiday** check box to suspend the event during school breaks.

9. Click the **OK** button on the **Event Recurrence** dialog to save the recurring event.

Adding a Staff Training Day

Staff training days are usually added when defining the academic year. However, additional staff training days can be added as follows:

1. Select **Focus | School | School Diary** to display the **School Diary** page.

2. Click the **Action** button down-arrow then select **Create a New Event | Teacher Training Day** to display the **Staff Training** dialog.

3. Enter a **Description**, e.g. INSET day.

4. Select the relevant **Category** from the drop-down list.

   Additional categories can be created (providing you have appropriate Permissions) by clicking the **Categories** button.

5. Enter the date of the staff training day **Session** or click the **Calendar** button then select the required date.

6. Select the **AM** or **PM** check box, or both, as applicable.

7. Click the **OK** button to save the details.

Adding a Public Holiday

Adding Public Holidays affects attendance records, i.e. attendance at school is not required.

1. Select **Focus | School | School Diary** to display the **School Diary** page.

2. Click the **Action** button down-arrow then select **New Public Holiday** from the drop-down menu to display the **Public Holiday** dialog.

3. Enter a **Description** for the public holiday, e.g. Boxing Day.

4. Select the relevant **Category** from the drop-down list.

5. Specify the **Start Time** of the public holiday by clicking the **Calendar** button then selecting the date.

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