

6<sup>th</sup> September 2024

**Dear Parents and Carers,**

Welcome to the new school year. As we progress through this academic year, we are excited to share with you an important tool that we believe will significantly benefit your child's educational experience: the pupil planner.

### **What is the Pupil Planner?**

The pupil planner is a valuable resource designed to help students stay organized and become self-reliant. It includes sections for recording revision assignments, subject revision information, and setting personal goals. Additionally, it serves as a bridge of communication between school and home.

### **Benefits of the Pupil Planner**

1. **Enhanced Communication:** The planner provides a direct line of communication between teachers and parents. We encourage you to check the planner regularly to stay updated on your child's assignments and progress. Your involvement is crucial in reinforcing the importance of staying organized.
2. **Encouraging Independence:** By using the planner, students learn to take responsibility for their own learning. It encourages them to manage their attendance & behaviour rewards effectively, as well as develop self-discipline. This skill is not only essential for their current studies but also invaluable for their future academic and personal success.
3. **Information:** The planner allows both students and parents to access information around subject specific vocabulary, revision tips, and additional resources and services that may be needed.

### **How You Can Support Your Child**

- **Regular Review:** Please make it a habit to review your child's planner with them each week. Discuss their attendance and current targets, and encourage them to use the planner as a tool for revision.
- **Open Communication:** If you have any concerns or questions about the planner or your child's progress, do not hesitate to reach out to their teacher. We are here to support both you and your child.
- **Positive Reinforcement:** Praise your child for their efforts in using the planner effectively. Positive reinforcement can boost their motivation and confidence in managing their responsibilities.

We are confident that the pupil planner will be an invaluable asset in supporting your child's education. Together, we can help them develop the skills they need to succeed both in school and beyond.

Thank you for your continued support and partnership in your child's education. Should you have any questions or require further information, please feel free to contact us.

Kind regards

*Melissa Bassett*

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