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Our Ref: SHO / TIW

8th September 2025

Dear Parent/Carer,

Re: Year 10 and Year 11 Student Planners – Supporting Independent Study and Organisation

I hope this letter finds you well. As part of our ongoing commitment to supporting students in developing strong independent study habits and preparing effectively for their GCSEs, we are introducing a new **student planner** for all Year 10 and Year 11.

Students will be given the planner **free of charge**, but if it is lost or damaged, they will need to purchase a new one via SCOPAY, at a cost of £4.

The planner is designed to help students organise their **Independent study and revision** more effectively. It will allow them to plan their time, track their progress, and reflect on their learning outside of the classroom. We believe that developing these skills is essential for academic success and long-term personal growth.

To ensure the planner is used effectively, we are asking for your support in the following ways:

- **Review your child's planner each week** to check that independent study tasks are being recorded and completed.
- **Sign the planner weekly** to confirm that you have seen and supported your child's study efforts.

The planner is now a **compulsory part of our daily equipment check including:**

1. Full Uniform	6. Pencil
2. School Bag	7. Eraser
3. Planner/ Ruler	8. Sharpener
4. Pencil Case	9. Scientific Calculator
5. Pen x2	10. Reusable Water bottle

Students are expected to bring it to school every day and have it available during Learning Family time. As part of our rewards system, students will receive **achievement points** for demonstrating good organisation and consistent use of their planner.

We appreciate your continued support in helping your child develop the habits and routines that will lead to success in their studies. If you have any questions or would like further guidance on how to support your child's independent learning, please do not hesitate to contact us.

Yours sincerely,

Steven Holland
Assistant Principal



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