



Simon Langton Girls' Grammar School

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Dear Parents/Guardians

It was lovely to see so many of you at our information evening on 21st September. As a school it is so important that we maintain good communication links with parents/guardians. With that in mind, I have included some reminders of the key points mentioned, as well as some additional information you may find useful.

We appreciate that the transition process can bring many new challenges and we are here to support any students with those challenges. We find that students may take a little while to get organised and to adapt to homework and moving around the school for lessons. Here are a few reminders of ways you can help your child stay organised:

- Encourage them to pack their bags the night before
- Keep a copy of their timetables at home
- Designate a study space, if possible, and ensure it is kept tidy
- Set a designated study time, and perhaps a 'treat' afterwards
- Conduct a weekly clean-up of their bag
- Encourage the use of the homework planner (including writing down assignments set on Teams)

To aid organisation further we also provide a homework timetable, which can be found [HERE](#). This ensures that there is a maximum number of pieces set each night, which in total should take no more than an hour. Students are encouraged to complete homework the night it is set to avoid this building up and also to allow plenty of time to seek help if necessary. If homework is taking longer than it should (twenty minutes per piece) please do let the teacher know. When homework has not been set, it is expected that students revisit the material from their lesson and that students engage in the 'Take it further' activities outlined in the 'Resources Booklet' (further information below). I will remind you at this point that you can also access Edu-link (information was previously sent out about this). This gives you access to information such as any behaviour strikes, their achievements and timetable.

Some homework will be set via Microsoft Teams. When students write their homework in their planner they should make a note of how and when they need to submit this, including if the information can be found on Teams. I have attached some guidance on how to use Microsoft Teams [HERE](#). Students have also gone through this information in their tutor time and members of the IT department will be going into form time in the next couple of weeks to solve any problems that may have arisen.

As mentioned above, I wish to also direct you towards our 'Resource Booklets'. This includes information on course content as well as details of resources which can support students and challenge them further. As well as ensuring students achieve their full potential, we are hopeful that by providing this information parents feel able to engage further with the work their child is completing. The information can be found on the school website [HERE](#). In addition to these self-directed activities, students are encouraged to partake in a variety of extra curricular activities. These can help students build confidence, meet new people and do the things they love in a safe, supportive environment. The club timetable is currently being updated and will be shared as soon as possible.

In addition to academic matters we are of course dedicated to your child's wellbeing. We are fortunate to have Mrs Liston, our pastoral lead, who is available should you have any concerns. Her top tips for a happy healthy child are as follows:

1. Talk – Have open honest conversations
2. Be aware of any changes in behaviour
3. Be vigilant with their online presence - Check 'Privacy Settings'
4. Discuss the Do's and Don'ts for Online Safety
5. Maintain family time/activities and limit screen time

We are all committed to helping your child in any way we can and therefore communication between the school and home is crucial. If you wish to discuss anything please do not hesitate to get in touch. I am happy to address any academic matters (mbuckley@langton.kent.sch.uk) and Mrs Liston can be emailed about pastoral concerns (nliston@langton.kent.sch.uk). We often find matters can be dealt with a lot more promptly and with far less stress with such communication.

Yours faithfully

A handwritten signature in cursive script that reads "Mandy Buckley". The signature is written in black ink and is positioned above the printed name.

Mrs Mandy Buckley
Academic Lead – Year 7