



17 November 2022

Dear Parent/Carer

It was wonderful to see so many of you at our settling-in afternoon. The Year 7 Team have been working hard speaking with teachers to follow up on your questions and pass on your feedback. You may have seen our Assistant Pastoral Leader Mrs Lowe at the settling-in afternoon. Mrs Lowe left us at the end of last week to prepare for the birth of her baby. We have been joined this week by Mrs Foster who will be covering for Mrs Lowe while she is on maternity.

I would like to take this opportunity to introduce our new Attendance Officer, Helen Holmes. Helen has joined us following the retirement of Sandra Tanner this half term. Helen looks forward to working with our families and students to support school attendance. Please can I also remind you that all absences must be reported to the Attendance Team via the absence line 01943872315 each day of absence.

As we progress through your child's first term at Guisseley School, I would like to offer some handy hints about the student planner to help you support your child at home. I would also like to take the opportunity to introduce you to Knowledge Organisers.

### **The Student Planner**

The student planner is primarily a form of communication. Teachers communicate homework reminders, as well as successes through stamps and concerns through negative comments. There is also a notes section on each week to provide parents/carers with a quick method of communication with your child's Form Tutor or teachers. For these reasons, we ask that parents/carers sign the student planner at the end of each week.

### **Reading Record**

Your child's reading log begins on page 17 of the student planner. We expect students to be reading for at least 15 minutes each day and there is space in the reading record to log the pages they have read and any new or challenging vocabulary they have encountered. As reading is part of our homework schedule, we ask that parents/carers sign the reading log at the end of each week to confirm that your child is reading at home.

Year 7 Form Tutors check student planners and reading records on Tuesday mornings, so students must have both sections signed for the previous week by this time. Form Tutors will issue a negative comment if one section has not been signed and two negative comments if both have not been signed.

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### Homework

Teachers ask students to write homework tasks in their planners. Many teachers post additional reminders about homework on the class's Microsoft Teams page. Students should also be checking for weekly homework on Hegarty Maths and Educake. Please refer to the letter I emailed out on 22 September for a reminder of how students can log onto Teams, Hegarty Maths and Educake.

### **Knowledge Organisers**

Your child has recently been given a Knowledge Organiser book. We are incredibly excited to be able to give your child these books as they have been put together by your child's teachers to set out for you and your child exactly what it is they need to know and remember over the course of the year at Guiseley School. Your child can use this to help make progress. At Guiseley School, we can say our students are making good progress through our curriculum when they are able to remember more, know more and do more in our subjects and lessons. The Knowledge Organiser booklet sets out exactly what it is the students need to know and remember in each subject. You can support your child by looking through the book with them, asking them questions about the content, and by asking your child what they can remember about content they have covered in lessons. Your child can use this book to support home learning tasks and to prepare for our end of cycle assessments. It should be brought to school every day.

The final thing is to remind you that tomorrow (Friday 18<sup>th</sup> November) is a training day, and the school will be closed to students.

Thank you for your continued support with the transition process. I have been hugely impressed by the students' resilience and growth over the past 10 weeks.

Yours sincerely,

Mrs Lajszczuk