

5th September 2016

Dear Lower V Parents

I hope you have had an enjoyable summer and that your daughters are well rested and ready to start this important year in their academic journey here at St Augustine's Priory. I am writing to outline some useful information for the Lower Vth year, as well as to inform you of some key dates for this term.

Year Group Team:

For Lower V this year, the following staff will be overseeing your daughter's academic and pastoral progress: programme.

Senior Form Teacher: Miss Louise Hales
Lower VA Form Teachers: Miss F Verne, Mrs C Racardio
Lower V Alpha Form Teachers: Mr N Elder, Mrs C Brown

The Co-tutors work together to support your daughter throughout Lower V. Miss Verne and Mr Elder will be mainly responsible for the day to day activity of your daughter and will see them at all registrations. Mrs Racardio and Mrs Brown will help your daughters with their spiritual, moral and personal development, through the PSHEE programme.

Key dates

Michaelmas Term	
Early October	Progress Review report
Tuesday 15 th November	Parents' Evening – Lower V
End of term	Target Setting Report

Event Updates

You can obtain the latest information about school events by accessing the school calendar through our website or by using the St Augustine's Priory App. Changes to dates or times due to unforeseen circumstances will be published at these portals, therefore providing you with the most up to date information. Please also note that clubs will commence the week beginning **12th September**.

Attendance and punctuality:

It is vital that your daughter maintains an excellent attendance and punctuality record as she moves into her GCSE years. Please ensure that your daughter is in school on time and ready for school well before registration at **8.40 a.m.** Regular lateness will not be tolerated by Form Teachers leading to warnings and, potentially, Friday detentions.

Examinations:

Please note that Lower V will sit one set of formal examinations in June, although the girls will be continually assessed in all subjects throughout the year.

Target Setting and Tracking of Progress:

This term you will receive your daughter's first Progress Review report. This report will give students and parents insight into how girls are progressing in the early stages of their GCSE programmes.

A Target Setting Report will be sent home at the end of term. This report format is effective in providing communication of progress set against the CAT data taken from the tests carried out last year (your daughter's raw ability), as well as setting achievable targets for each girl in each subject.

More information will be provided on Target Setting when you receive your first report outlining your daughter's progress in her GCSE subjects in December. **Please note that at this early stage the target grades given are not predicted grades.**

As well as generating the Target Setting Reports, we will also regularly track your daughter's progress internally, so that any issues can be quickly flagged up. If we have any concerns regarding your daughter's progress, we will contact you straightaway to inform you of what intervention we feel is appropriate. Equally, if you have any concerns as parents, please do not hesitate to contact your daughter's Subject Teacher for academic concerns or her Form Teachers for pastoral issues.

Homework:

Your daughter will be set regular homework from each of her Subject Teachers each week. She should work for between two and two and a half hours a night on her various assignments and between three and three and a half hours at the weekend. Please keep an eye on your daughter's homework diary and sign it weekly. Your daughter will not receive a homework timetable during her GCSE years, as homework will be given regularly for each subject each week and it is now your daughter's responsibility to manage her own time effectively.

Lockers:

Your daughter will be allocated a locker in the locker room in the basement of the Science block. **Please provide your daughter with her own padlock** which she will then use for the remainder of her Lower and Upper V years at the school. Mobile phones are also expected to be kept locked away during the school day. Any breach of this regulation may result in your daughter's phone being confiscated.

Timetable:

The timings for the school day remain unchanged from the last academic year. To confirm, the school day starts at 8.40 a.m. and ends at 3.40 p.m. Your daughter will receive her full timetable on the first day of term along with a termly calendar, which she should check carefully for key dates relevant to her group.

Planners:

Tailor-made planners are once again being used by all girls in the Junior and Senior school this academic year. Effective planning is an essential tool for learning and also an important life skill. We will work with girls on how best to use them and will be checking them regularly. Parents should also look at their daughters' planners regularly and may use them as a means of supporting their child's study or liaising with school. The cost of £5 per planner will be added to your Lent term bill.

What can you do?

This is an important year for your daughter as she commences her GCSEs and I am sure that you will do all that you can to support her through this vital part of her education.

As parents, you can encourage your daughter to manage her own time, organise her work and think for herself by facilitating the following:

- Provide a quiet place for your daughter to work without phones, televisions or social networking opportunities,
- Set up a consistent routine for checking homework diaries, checking the timetable for each day's lessons, packing school bags accordingly with all necessary books and equipment,
- Encourage your daughter to set a fixed amount of time aside for study each evening and at the weekend, including some time for extension work such as further reading and extra research,
- Read a broadsheet newspaper at least once a week,
- Read plenty of novels or non-fiction books – ask teachers to make recommendations!
- Watch the news and informative documentaries regularly,
- Listen to Radio 4 programmes such as *Woman's Hour*, *Inside Health*, *In Our Time*, *Poetry Please*,
- Help your daughter to immerse herself in the culture London has to offer by visiting museums, galleries or the theatre,
- Discuss national and world events at the dinner table.

We are very excited about the coming term and I look forward to working with your daughter as she embarks on this important year.

With Kind Regards

Yours sincerely

Miss Louise Hales

Senior Form Teacher for Lower & Upper V

Teacher of Physical Education