

JUNE 2022

This bulletin for parents and carers shares the practices that are shaping our successful journey as a school. Each bulletin will see a different focus covering aspects such as teaching & learning, curriculum, assessment, pastoral care, attendance, careers, wellbeing, personal development and much more.

TEACHING & LEARNING: ROUTINES & PREPAREDNESS FOR LEARNING

As we have frequently shared in previous communications we place a huge emphasis on the process of the transfer of knowledge from teacher to student. The phrase 'knowledge is power' is a phrase we take very seriously. For our students to succeed in life, and for them to make the most of the opportunities available to them, they have to achieve qualifications. Qualifications change lives and open doors. For students to achieve good qualifications they have to '**know more and remember more**' in every subject. For us to achieve this as a school, we need to focus very precisely on that learning process. To enable this to happen efficiently we expect our students to demonstrate '**preparedness for learning**'. This ensures teachers can commit every moment of the lesson to effective teaching and learning.

WHAT IS PREPAREDNESS FOR LEARNING?

Routines underpin the school day. Routines provide certainty and familiarity for all students and staff. Preparedness for learning begins with **punctuality**. Every child is expected to have a copy of their timetable in their knowledge organiser. This ensures students know where they have to be and when. If students need a replacement timetable they must inform their Head of Year who will provide them with a new one.

Students are to move quietly from one class to another between lessons. Following breaktime and lunchtime students are expected to go straight to lessons on the bell having already ensured they've eaten, had a drink and used the bathroom if needed in the sufficient time provided.

The teacher meets their students on the door. We call this the '**meet and greet**' which happens each lesson. Students then move from door to desk quietly and sit in their seat on the seating plan. At this point students are expected to place their knowledge organiser and pencil case on the desk to show they are ready to learn.

Bags and Equipment

Having the correct equipment ensures smooth starts to lessons and avoids disruption to learning. We use the arrival to school and form-time to support students with this. It goes without saying that each student is expected to bring their own school bag every day and this is checked on arrival to school. In their bag a student should have:

- Their knowledge organiser (including timetable)
- A fully stocked pencil case
- A reading book (Years 7-10)
- Any equipment needed for specific lessons on that day e.g. PE kit.

If students are short of any equipment they need in their pencil case we have this available to purchase in reception on entry to school or during form-time. Pencil case contents should include:

A blue or black pen, a purple pen (provided by school initially), pencil, ruler, rubber, pencil sharpener and a scientific calculator.

Ensuring your child has all of the above means that lessons are immediately purposeful and have sharp starts. Lesson routines then immediately begin with a retrieval activity whereby students recall prior information they have learned which further embeds that information in the long-term memory.

A GLIMPSE INTO NEXT YEAR.....

Next academic year our knowledge organisers will become a much more functional resource. They will be called '**Independent Study Packs**' and are to be a much more interactive document. They will include a timetable, timings of the school day and a menu of extra-curricular clubs. More importantly the subject knowledge organisers will be designed to facilitate learning more effectively but will have a focus on developing independent study skills and student ownership of learning. More information to follow in a future Boteler Observer!

If you require any further information on teaching and learning please do not hesitate to contact Mr. C. Kinsey, Deputy Headteacher at ckinsey@boteler.org.uk.