Dear Parent/Carer,

**Re: Knowledge Organiser for children in Year 7, 8 and 9**

As we settle into the pace of the new academic year I would like to give you an update on the recently launched Knowledge Organiser scheme which your child will have shown and discussed with you.

The Knowledge Organiser is a resource which provides you and your child with an overview of key words, definitions and subject content which they are learning over the course of a half term.  This resource is then used, by your child, to learn important knowledge needed for their subjects 'off by heart' using the look/cover/write/check/assess process.

You will have seen the guidance for parents on page 1-2 and the back page of the Knowledge Organiser subject pack but here are a couple of key points for when you are supporting your child at home:

* Your child should complete 40 minutes of Knowledge Organiser practise each day (20 minutes for two subjects)
* There is no set expectation of how much a child should complete within 20 minutes however your child should have covered the content of the whole subject page by the end of the half term
* Knowledge Organiser practise does not replace homework set by a teacher. Teachers will give advice on prioritising homework/Knowledge Organiser practise for that subject.
* If your child is unable to do some of their work on a particular day, time is built into their Knowledge Organiser timetable for 'catch up' (see back page of the Knowledge Organiser subject pack)
* Teachers will check your child's self-assessed work on a weekly basis
* Your child will self-assess in green pen.  After doing the look/cover/write cycle, your child will check what they have written against what is written in the Knowledge Organiser and will then self-assess by ticking what is correct and make corrections in green pen if there are any mistakes.

The Knowledge Organiser pack, containing the Knowledge Organiser subject pack (Half term 1) and a green exercise book in an A4 plastic zip-wallet, has been provided to your child free of charge.

Each half term your child will receive a new Knowledge Organiser subject pack; when we return from the half term holiday your child will receive the Knowledge Organiser subject pack for Half term 2.

Should your child lose their Knowledge Organiser, a replacement can be purchased from the Front Office (Reception) at the following costs:

Knowledge Organiser subject pack - £1

Exercise book - £0.50p

Plastic zip-wallet - £0.50p

The Knowledge Organiser is an essential piece of school equipment which your child must have with them every day.  A 30 minute detention will be set for not having their equipment or not completing weekly self-assessed work.

The Knowledge Organiser provides a fantastic opportunity for your child to gain a sound understanding of important key words and facts which their lessons then build upon to deepen your child's understanding and skills needed for that subject.

We are delighted with the student response to the launch of the Knowledge Organiser and have already seen many of our Year 7, 8 and 9 students working very effectively to develop their long term memory and retention of vital information.

Your child will soon be given details of our first Master Challenges which will take place before the end of the half term and we will continue to take student feedback, via our School Council, to further develop and enhance the impact of the Knowledge Organiser in supporting your child's learning and progress.

Yours faithfully,

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| Clare Cross  Vice Principal |  |  |