

*Key staff and teams to help your child reach their true potential:-*

*In the first instance you should contact:-*

- ◆ *Subject Teacher*
- ◆ *Tutor*

*Other staff who are also available are:-*

- ◆ *Head Of Department*
- ◆ *Deputy Head of Form*
- ◆ *Head of Form*
- ◆ *Pastoral Support Team*
- ◆ *Learning Support Team*

*We have found that even though students have been offered help they sometimes do not take it.*

*Sometimes they find it hard to realise that it's for their own good that the support is in place!*

***Please encourage your child to seek help quickly and to act on the advice given.***

*If you have any concerns please do not hesitate to contact one of the key staff members above.*

## **Giving support at home**

*For pupils, falling behind in their work is a stressful experience, particularly if they have been off ill. It can also be stressful for the whole house!*

*It's very important that they get caught up as quickly as possible so that they don't fall even further behind.*

*Also, if they find a particular part of the course difficult, they should sort out the difficulty quickly before it gets too big.*

*There are many avenues of support on offer, however, we feel that it's important that you know what's available too.*

*Please encourage your child to use the support!*

MCB Learning Support Working Party

2010-2011

JLS, HOC, CF, SM, FQ

## **Guidelines for helping your child get the most out of their studies**

***This leaflet is designed to give you some information on the study support given throughout the school***

*For more information see:-*

**[www.methody.org.uk](http://www.methody.org.uk)**

## Helping pupils to get the most from their studies

We have issued a leaflet to your child which asks them to find out what type of learner they are, this is a useful exercise as it allows them to see what types of strategies work best to help them study.

We have also issued guidelines to help them make the most of their time in school. This is a short summary:-

### *Studying in School*



If they need to, they can use the library at lunchtimes to **catch up on any work missed because of music lessons etc.**

You would be amazed at how many pupils come to class with no books and nothing to write with!

Please encourage/tell your child to ensure **they have the right equipment** with them so that they can take part in the class fully.

**Some find having a colour coded timetable up in the locker helps, and having their files colour coded is also a big help.**

**This also helps to improve organisation at home.**

### *Using the homework diary*

**Staff may use the diary to communicate with you,** so please encourage your child to have it with them at all times. Also, if you need to communicate with staff you may find the diary a useful way to do this.



### *Studying at home*

This is a really important part of their overall education. If you find your child is struggling with the content or the amount of work set, then please contact the staff.

### *What should pupils do if they are absent?*

If they have been off for a short time they should be able to borrow a friend's book and **get caught up quickly**, perhaps by using the library. We also expect them to find out the homework that they have missed.

**If they are off for sometime then please contact their Tutor and they will be able to organize work.** However, this usually takes a couple of days.

Once they return to school they should check that all work is complete and ask for help if necessary.

### *What to do if they are finding a subject difficult?*



This is normal!

We have issued guidelines to pupils to help them get their problems sorted quickly so that they do not turn into mountains!

**In the first instance, they should speak to their subject teacher.**

Their teacher will talk over options with them, it's important at this stage that the pupil acts on their advice!

Staff may provide support work and extra questions to help pupils understand and improve.

Some subjects have drop in clinics to help sort out problems.

Others may be able to offer a mentor. This is a system whereby a prefect with expertise in the subject will help sort out problems.

**We understand that there will be times when your child may need study support.**

**Please do not hesitate to get in touch if you have any concerns.**