



27th April 2020

Dear Parent/Carer,

These are unprecedented times for everyone and I am aware of the additional challenges that families are facing right now. As a school, we are trying our best to support students' learning at home. We know this is a very different way of working and it is taking some time for everyone to adjust. Thank you so much for all that you are doing to help your son/daughter with their learning at home.

We continue to run a provision at school for vulnerable students and the children of key workers, when the children are not able to look after themselves at home. As I write, there is no confirmation of when we will return to 'normal' school, nor what that might look like. As soon as I have any definite information and we know what the plan is, I will of course be in touch. None of us wants students to miss out on their education and fall behind, but the priority has to be on everyone's health right now.

During last week, tutors have been phoning their tutees to check in on how they are, from a well-being perspective and also to check they are able to access the work that is being set. If you haven't received a call, it may be that the number that we have for you on our system is not correct; please do contact the school office or email your son/daughter's tutor. We are very keen to be in contact with all students and check all is well. You should also have received information by email about support that is available from other agencies and groups, for example, a recent email was forwarded from the NSPCC.

We know that some students are finding it difficult to organise their time and their work at home and they will need your help with this. I am attaching some ideas about setting up routines at home. We know that good routines really benefit young people in so many ways, helping them to be more organised and making them feel more secure. When accessing SMHW online, we recommend that students use the 'Calendar View' as this presentation makes it clearer for students to see what tasks need to be done and when. Staff are keen to see work produced, but we don't want to put extra pressure on you, the parents/carers. There needs to be a balance; keeping the brain active but also ensuring students have time to keep themselves physically and emotionally healthy. We do not want to add to family stress and tension, but nor do we want students to fall behind in their learning.

Please do keep contact with school; tutors and teachers are there to support your son/daughter as best we can. Please do not hesitate to seek support if you feel your son/daughter needs it. Above all, I hope they, and you, remain safe and well, and I look forward to seeing students in school again once it is deemed safe to do so.

Yours sincerely,

Mrs P Wilson
Head Teacher

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The Importance of Routines

The lack of routine to your life may be the most challenging area for you to deal with.

Routine is vitally important and must be maintained to ensure that you are effectively prepared for the next stage of your education. These routines are vital for a range of reasons.

1. Makes Us More Efficient

When we are finished with one task, we know what comes next without much thought. Activities become standardised and we become more efficient as a result.

2. Reduces Our Need to Plan

When we carefully design a set routine to follow, it eliminates the need to plan our activities every morning. It takes the guesswork out of our day and allows us to wake up and 'do' instead of wake up and 'plan', or worse, just waste time.

3. Creates Structure in Our Lives

A daily routine provides structure and a logical sequence in our lives. It provides the framework within which we live our lives and conduct our daily activities.

4. Creates Good Habits

The secret to building good habits is repetition. When we design a personal routine that works for us, it facilitates developing good habits by encouraging us to repeat the same tasks over and over again.

5. Breaks Bad Habits

While our routine helps us develop good habits that are in line with exploiting our full potential, it also helps to eradicate bad habits that do not serve us well.

6. Helps Us Become More Proficient

When you have a routine, you start to become better at doing certain things because you do it regularly. That is one of the keys to mastering any skill.

7. Helps Us Get the Most Important Tasks Done

When we carefully design a personal routine and stick to it, it allows us get the most important things done first and out of the way.



8. Prioritisation

The beauty of designing a set routine is that it forces us to prioritise and decide what is important to us.

9. Reduces the Need for Determination and Willpower

When we brush our teeth in the morning, it does not require a lot of determination or willpower because most of us have made it a daily ritual. We hardly think about having to brush our teeth; we simply do it. The same holds true for other tasks when we follow a routine.

10. Reduces Procrastination

When a set of tasks and activities become routine, it reduces the chance that we will procrastinate doing them. It becomes ingrained into our system and we almost do it subconsciously.

11. Builds Momentum

As we all know, when you do the same things repetitiously, it builds momentum, making it easier to persist. Following a routine helps build that momentum

12. Builds Self Confidence

When we adhere to a routine and stick with it, it helps build self-confidence and gives us a sense of tremendous satisfaction. That provides us with the 'fuel' to continue our routine and reap the benefits associated with it.

13. Helps Us Achieve Our Goals

Our goals and aspirations are rarely, if ever, achieved all at once. Successful people accomplish their goals by doing the same things over and over again.

14. Keeping Track of Our Success

When we slack off and fail to follow our predetermined routine, it is a clear sign that we are falling short. It is an excellent way to monitor our progress.

We are all different and have different goals, needs, desires, and resources. That is why it is important to develop **YOUR OWN ROUTINE** after carefully deciding what you want to achieve in your life. The rewards to be reaped are definitely worth the effort.

Remember – your tutor and teachers are there to help you! Make sure you contact them if you need help setting up your routine.

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