



18 January 2010

Dear Grade Nine Parents

### TASK and TUTORIAL SCHEDULES

In our endeavour to assist our Grade Nines establish a more productive time management strategy, the academic staff has produced a Term One Task Schedule with deadlines of all tasks and assignments required this term. In this way, we are creating outcomes which will allow pupils to plan their study time more effectively and ensure that they can participate in the broad cultural and sporting programme of the school as well. Setting of tasks require that specific work to be covered in class prior to the task being set thus pupils will notice that at times there are weeks with fewer tasks, while at other times a greater number of tasks are required. The Task Schedule does not include day to day homework (like reading and maths completion of classwork).

Literacy is an integral part of the curriculum in all subjects. Research has shown that pupils who are competent readers can complete their tasks and exams in a shorter period and are able to engage more thoroughly with the high order thinking questions in all subjects – whether it be Maths, Science or Geography. With this in mind, we expect all our pupils to spend 30 minutes a day reading – whether it is a setwork, the newspaper or a magazine.

Grade Nines will not have extended examinations this term and all their assessment will be based on diverse formal and informal assessments carried out in class. **Please be aware that should a test be scheduled on a particular day and your son and daughter is absent he/she will be awarded a zero unless a doctor's note is forwarded to the Grade Controller on your son/daughter's return to school.**

We have also included a Tutorial Schedule where teachers avail themselves to assist those pupils who require additional help. The English Department has a computerised Literacy Programme (CAMI) which we encourage pupils to use under the supervision of their English Teacher. We have made arrangements with the Sports Department that sporting activities will commence at 15h00 once the tutorials have ended.

The Grade Controllers will be monitoring the schedules. Should pupils require additional copies of the schedule copies have been posted on the website. Pupils are to be reminded that all work covered in class assists in establishing a realistic mark and that each and every task must be tackled with responsibility and academic commitment.

Tasks are varied and offer teachers the opportunity to see how pupils have interpreted and understood various aspects of the curriculum. Enjoy the tasks at hand.

Sincerely

**Mrs Daniela Pitt**

**Director: Academics**



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