



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

27 June 2025

Official

Dear Parent/Guardian

Students Planners for the 2025/2026 Academic Year

I am writing to inform you that from September 2025, all students in Years 7 to 11 will be issued with a new school planner. This forms part of our ongoing commitment to developing students' organisational skills, independence, and personal responsibility, which are essential both for academic success and for life beyond school.

We strongly believe that the introduction of a physical planner for every student will provide a range of benefits:

- **Organisation:** Students will be able to record and refer to their daily timetable, homework tasks, and key reminders in one place. This will help ensure they are fully prepared for each lesson, equipped with the correct materials, and aware of their daily commitments. Developing such organisational habits is proven to reduce anxiety and promote confidence in managing busy schedules.
- **Accountability:** While homework will continue to be set and tracked via Arbor, recording homework tasks by hand in their planner reinforces the importance of personal responsibility. It encourages students to take ownership of their learning, supporting them to keep track of deadlines without relying solely on electronic notifications.
- **Skills Development:** The planner is not only for recording homework and timetables. It also includes sections to reflect on their progress, attendance, and achievements throughout the year. This encourages students to evaluate their own learning, set goals, and develop resilience and ambition. Such skills are vital for success in further education, training, and employment, where independent organisation and self-management are highly valued.
- **Communication and Support:** The planner also contains key information for students, including uniform and equipment expectations, wellbeing support contacts, and daily timings. It is also a useful tool for communication between home and school. If you have any notes or messages for your child's Form Tutor, we encourage you to write these directly into your child's planner. This helps avoid additional separate pieces of paper, which can easily get lost or misplaced. Please remind your child to show their Form Tutor any notes written for them. As always, for any urgent messages, please contact the school office directly on 01787 460470.

If a student loses their planner, a replacement will be provided, and a charge of £1 will be requested via iPay to cover the cost of issuing a new one.

We appreciate your support in reinforcing with your child the importance of using their planner daily. Together, we can embed high standards of organisation, accountability, and preparation that underpin both academic achievement and their development as confident, independent young people.

Should you have any questions regarding the planner or how it will be used, please do not hesitate to contact your child's Form Tutor.

Thank you for your continued support.

Yours sincerely

Mr R Daniels
Assistant Headteacher

Headteacher • Paul Finch BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173

