



8th February 2024

Dear Parent / Carer,

Supporting your child through their Exams – Elevate Education

I would like to start by introducing myself. My name is Mr Toovey and I am an Assistant Headteacher here at The Buckingham School, responsible for Progress and Attainment. Over the next 2 years, I will be working alongside the rest of the Senior Leadership Team, the Head of Year 10, Mr Lagdon, the Assistant Head of Year, Mrs Coley and the rest of your child's teachers, to help them prepare for and be successful in their terminal examinations at the end of Year 11.

One of the key events on their journey will be on 29th February 2024, when we host an in-person evening event, run by a company called Elevate Education. Information about the work they do, as well as details of all the online parents information evenings they host, accompany this letter. The event will run from 17:30 to 18:30 and will include information on how to support your child through the next 2 years of their GCSEs.

If you would like to attend this event, please click on the following link to book your tickets. This event is aimed at parents/carers, therefore, where possible, we respectfully ask that children do not to attend.

<https://www.ticketsource.co.uk/tbs-events/t-vvkodpm>

Our FOBS Team will also be supporting the evening, providing refreshments in return for a small donation. They would be very grateful for your support.

Throughout the day of Thursday 29th February, your child will attend a 1hr session with Elevate Education, with the focus on 'Student Elevation'. This session has the following aims:

- **Belief** - Students learn about the psychology of belief and analyse its effect on their performance.
- **Goal Setting** - All students are led through a 4-step goal-setting process, helping them to identify unique and compelling reasons to drive them through their final years. Goals are based on the student's ambitions, and include career, university, and vocational study-based goals.
- **Short Term Planning** - Once students have identified their goals, they are led through a short-term planning process to help them break their goal into a series of achievable, short- term benchmarks.

Elevate will visit with us and work with your child a further 3 times over the next 18 months, to ensure that they are as best prepared for their terminal exams as possible. The other 3 sessions will focus on:

1. **Study Sensei** – The question of: "What is study?" will be addressed. This seminar breaks down the study techniques of the top performers, providing students with a road map for what work they need to be doing across the year and how to do it. Skills covered are as follows:
 - **Working Consistently** - How to use the syllabus to frame study and take effective notes consistently throughout the term.
 - **Note Taking** - How to structure and review an organised set of notes that will facilitate effective learning.
 - **Conceptual Learning Skills** - Teaching students how to break information into relevant topics and understand how concepts fit together, as opposed to simply rote-learning the material.
 - **Standing Out on Assessment** - How students can distinguish themselves from the thousands of other students being taught the same material.

2. Time Management - This seminar will address the second most common question: "Once I know what to do, how do I find the time to do it?" Students have busy lives and, for most, the challenge is simply finding time to get the work done. Skills covered are as follows:
- **Study Routine** - How to develop a study routine that allows for socialising, sport, and extra-curricular activities, but still ensures academic productivity.
 - **Working Smart** - How to identify the work that is going to get students the most marks across their final years and how to ensure that it gets done.
 - **Study Groups** - Students are shown how to leverage their time across the year by using study groups.
 - **Procrastination** - Students are introduced to the most common reasons for procrastination and how to address them.
3. Ace your exams - With the arrival of exams, knowing the material is no longer enough. It's now also a question of how well students can apply that information. This seminar outlines the critical exam skills that allows students to confidently prepare for the exam room, including best study practice prior, as well as exam room techniques to stay calm, manage their time and deliver a concise response. Skills covered are as follows:
- **Effective Work** - Students are introduced to the different types of work they can do in preparation for exams and which are the most effective so that they walk out of the seminar with an understanding of precisely what work they should be doing and when.
 - **Fixing Mistakes** - Students are shown how to identify areas of knowledge deficit and what they are doing wrong on prior exams, assessments and practice papers, and how to ensure these mistakes are not repeated when it counts.
 - **Allocation of Time** - Students are taken through a step-by-step process to ensure preparation is completed weeks in advance.
 - **Exam Room Techniques** - Students are shown exam preparation strategies including stress management, planning, time allocation and how to tailor a succinct, focused answer.

The addition of these Elevate Education sessions, along with everything we are already doing to support your child through their studies, is designed to ensure the School and families are all working together to provide the students with the best possible platform to make Year 10 and 11 a successful one.

We look forward to seeing you on the evening.

Yours faithfully,

Mr P Toovey

Assistant Headteacher, Progress and Attainment

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