



Achieve Excellence Programme - Parent Newsletter

"Strong time management skills help children feel organised, confident, and in control of their learning."

Did You Know?

Time management is a key executive functioning skill. Children who develop it early experience reduced stress, improved confidence, and better organisation.

Young people thrive when they understand how long tasks take and how to plan their time effectively.



Create a Supportive Environment at Home

- **Establish daily routines:** consistent times for homework, meals, and bedtime give structure.
- **Use a homework-friendly space:** keep pens, books, and devices organised in one spot.
- **Model planning:** let your child see you making to-do lists or using a calendar.

Helping your child build time management skills

Time management develops gradually.

Younger children benefit from visual aids and clear routines, while older pupils can begin scheduling homework blocks independently. You can support this by **breaking tasks into manageable steps and giving gentle reminders.**

The 20 Minute Rule

Help your child start tasks by working for just 20 minutes.

Set a timer and say, ***"Work until the timer ends—after that, you can choose to stop."***

Most children continue working because getting started is the hardest step.

Using Timers and Alarms

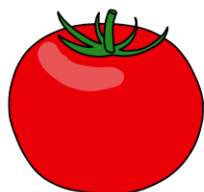
Timers make time visible and reduce arguments.

Try **10–20 minute focus blocks with 3–5 minute breaks**.

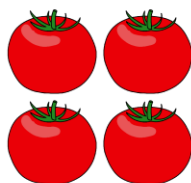
For transitions, say: *"When the timer rings, it's homework time."*

POMODORO TECHNIQUE

1 X POMODORO =
25 MINS FOCUS +
5 MIN BREAK



4 X POMODORI
+ LONGER BREAK



The Sunday Planning Routine

Sit down for a 10-minute **weekly check-in where you Review** homework, tests, clubs, and events.

Break tasks into steps (e.g., *write plan* → *draft* → *check spelling*).

Colour-code school subjects or activities.

Together and using your child's planner map out the week on a family planner so your child knows what's coming.

Encourage short, regular practice sessions. Help plan out **when to start longer tasks**.

Set limits for gaming, social media, and YouTube and activate "downtime hours" during homework or bedtime.

Why this helps:

It builds independence, avoids forgotten tasks, and teaches children how to plan backward from deadlines.

Students in Year 12 and 13 are encouraged to work on a 'Sunday Reset' activity that is being posted on Google Classroom every Friday to reflect on their week and plan the upcoming week.

Homework before screens

Create a house rule: **homework first, screens second.**

Keep devices **out of reach** during homework time.

Use a **checklist** your child can tick off before earning screen time.

to do list	
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____

Next Issue: Supporting Study Habits

Look out for practical routines, focus boosters, and simple home strategies to build independent study skills.

		Weekly Study Timetable						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	7-8							
	8-9							
	9-10							
	10-11							
	11-12							
Afternoon	12-1							
	1-2							
	2-3							
	3-4							
	4-5							
Evening	5-6							
	6-7							
	7-8							
	8-9							
	9-10							
	10-11							

Encourage Independence and Make use of Technology

Praise initiative ("You started your homework without being asked!").

Give choices ("Do you want to start with reading or maths?").

Allow small natural consequences so children learn responsibility.

Set Up Reminder Notifications - Gentle digital nudges help children remember tasks independently. For example, *"Start homework at 4pm"*, *"Pack PE kit for tomorrow."*, *"Check Google Classroom."*, *"Practise spellings for 10 minutes."*

Celebrate completed tasks to build confidence.

Use applications to reduce screen time.

Live Parent Webinar: How You Can Build Resilience in Your Child

 Tuesday 2nd December |  6:00-7:00pm (GMT)

Our live webinar shares research-backed techniques to help your child with long-term resilience and help them tackle obstacles with confidence. Join us for practical strategies to support your child's learning.

Reserve your free place here:

<https://go.elevateeducation.com/ukschoolwebinar>