21 September 2022

Dear families

This year we are introducing a new routine to our homework practice. It has been proven, that students who practice recalling core knowledge from memory, are more likely to retain information in their long-term memory. Students are now expected to use the RCWC (Read, Cover, Write, Check) technique when completing their homework.

All students have received a tutorial on how to complete the RCWC technique, but we appreciate that this new technique will take time to master. With your support, we are confident that all students will maximise their learning because of 100% completion of RCWC.

Included with this letter is a step-by-step guide on how to complete the RCWC technique. Please take the time to read through the document with your child. In addition, I have included the homework timetable.

Students will be encouraged by their classroom teachers to complete their RCWC accurately and proficiently. Your support is highly appreciated, and we would encourage you to put up the homework timetable in a place you can easily access e.g. fridge door.

In addition to RCWC, students will receive ten key spellings from their curriculum that will be tested on a Friday. These spellings can be found in the 100% Booklet. Students will also have one online piece of maths homework which needs to be completed by the Wednesday of each week. I have attached a user guide for your convenience.

If you have any questions about your child and their learning, please feel free to contact me at the school.

Yours faithfully

**Jo Whitworth**

Assistant Principal: Curriculum

**Read Cover Write Check (RCWC) Technique**

In order to complete RCWC, students need the following:

* Black pen
* Green pen
* 1 A4 lined page from refill pad
* Knowledge organiser

**RCWC process**

* Students will be reminded in school what RCWC they need to complete for the following day
* Students should READ the knowledge from the appropriate Knowledge Organiser making sure they are looking at the right week (always check with teacher if in doubt). Knowledge should be read multiple times
* Knowledge should now be COVERED or put aside
* Using their BLACK pen, students should write their full name, form group and date at the top of the page.
* Without skipping lines, students should WRITE out all the knowledge they can recall from the knowledge organiser
* Once this is completed, using their GREEN pen, students should look at the knowledge organiser and CHECK and change their work ie adding any information they left out, placing a tick beside anything they got right
* Students should READ again the knowledge from the Knowledge Organiser. Knowledge should be read multiple times
* Knowledge should now be COVERED or put aside
* Before writing out the knowledge, students must fold the page back on itself and have the blank side of the page facing up. This is to avoid the temptation of reading earlier attempts.
* Using their black pens and without skipping lines, students should WRITE out all the knowledge they can recall from the knowledge organiser
* Once this is completed, using their GREEN pen, students should look at the knowledge organiser and CHECK and change their work ie adding any information they left out, placing a tick beside anything they got right
* Students should READ for the final time the knowledge from the Knowledge Organiser. Knowledge should be read multiple times
* Knowledge should now be COVERED or put aside
* Before writing out the knowledge, students must fold the page back on itself and have the blank side of the page facing up. This is to avoid the temptation of reading earlier attempts.
* Using their black pens and without skipping lines, students should WRITE out all the knowledge they can recall from the knowledge organiser
* Once this is completed, using their GREEN pen, students should look at the knowledge organiser and CHECK and change their work i.e. adding any information they left out, placing a tick beside anything they got right

From the example below, you can see how the student is becoming more fluent with each practice.

A screenshot of a computer

Description automatically generated with medium confidence

**Homework Timetable- Years 7, 8 and 9**

|  |  |
| --- | --- |
| Monday | English - RCWC |
| Tuesday | Science - RCWC |
| Wednesday | Maths - completed online |
| Thursday | History or Geography - RCWC |
| Friday | Spanish - RCWC/Spelling test |