



MAIDEN ERLEGH

SCHOOL

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Dear Parent/Guardian

Year 7 – Time Management for Projects

Following your recent feedback with respect to time management and project work I have put together a PowerPoint presentation which I have uploaded onto the Year 7 Students Year Group Google Classroom.

As a reminder, the Google Classroom code for the year group is: n7haiqk

This presentation goes through the use of creating and using a timetable to help the students manage their time and gives an example of a two-week timetable which would cover all the hours needed for the project work. The presentation goes on to cover how to tackle project work and the use of a mind map to plan the project. There is also an example of a mind map used in Science.

I hope this resource is useful in helping the students with their workload in what we appreciate are difficult and unprecedented times.

Yours sincerely

Mr S Bishop
Head of Year 7