



Dear Middle School Families,

As we all adjust to Distance Learning, we want you to know that the Learning Department is available to all children and their families, both for academic and organizational support. Perhaps one of the biggest initial hurdles for our students will be developing a daily routine. With that in mind, we share the following thoughts with you:

Daily Schedule

- For now, we are not following our daily Week 1/Week 2 schedule.
- Teachers are sharing weekly syllabi with a daily schedule of work.
- We recommend that you and your child make a basic schedule to follow during the day that includes dedicated time for classwork, as well as breaks and relaxation.
- Below you will find two sample daily schedules that you might use as a planning tool. Feel free to adjust for your family's needs.
 - [Version A](#): This version is more structured with the day broken into shorter segments.
 - [Version B](#): This version is less structured, offering a little more flexibility in self-management.

Managing Daily Work

Students will need to review the assignments from their teachers and decide how to approach the day. We recommend the following for each student:

- Make a list of your classes.
- Review the syllabus for each class, one by one.
- Prioritize.
 - Look at the due dates for the assignments and determine what needs to be completed first.
 - Make a list of what you need to accomplish for the day.
 - You might start with something that feels manageable to help you build a feeling of accomplishment.
- Check email periodically throughout the day for messages from teachers.

We encourage you and your child to allow some time to become accustomed to your new routine. This is an adjustment for all of us, and we are learning together how to manage. Should our closure go beyond these initial two weeks, we will adjust our plans accordingly. Please feel free to reach out to either one of us with questions or concerns. We are available for support during the school day to help as necessary via email and video chat.

Sincerely,

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