



Daily Timetable						
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Before School	Choir					
1.	Hockey					
2.	Maths					
3.	Geography					
4.	Science					
5.	Science					
6.	PE					
7.	PE					
After School	Netball					



## Student Planner

Goals For Success		
	My Aim	Strategies to assist me achieve my aim
Academic	Improve in Science	1. Do one science session of revision 2. Talk to teacher
Co-Curricular	Do another sport	1. Join Water Polo team
Community	Music Festival	1. Find out about junior item.

Notes and Reminders	
•	This week French and Science Test
•	Complete Mind Map
•	Ask Y.C. about excursion
•	Try Maths extension questions
•	Keep reading English text
•	Get ready for Swimming Carnival
•	Practice piano

Term Planner: Assessment, School and Personal Commitments							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.							
2.							
3.		Geog Assignment Due			French Test		
4.	Science Test			PE Assignment			
5.							
6.			Music Competition Due				
7.		Math Test					
8.							
9.							
10.							

Homework / Assessment / Revision			
	Homework	Assessment	Revision
Mon			
Tue	French	PE Assignment	Math Test
Wed		D & T	
Thu		D & T	Science Test
Fri			
Sat		Work on History	
Sun		Work on Art	Prepare Maths Test

We recommend Lumocolor non-permanent pens

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See reverse side for advice & instruction

## Tips for getting organised

### 1. Tidy your locker

Keep your locker tidy and it will be much easier to stay organised! Clean out your locker at least twice a term. Mark your clean-up dates on your planner.

### 2. Create a study space

You need

- your own desk which you should keep tidy
- a quiet place to study, away from distractions (computer, phone, TV)
- somewhere to place this student planner (eg on the wall in front of your desk)
- a comfortable chair with good back support
- a lamp or light that falls on your books and does not shine in your eyes
- a book shelf for resources
  - Make sure you always do your homework without your computer or phone distracting you.

### 3. Write everything in your diary

Your diary is your best bet for staying organised.

Write your homework down clearly and neatly after each lesson. When you receive assignments or assessment tasks, write the due dates in your diary.

## How to set a study timetable

### Step 1

List all the following activities

- Regular weekly activities (sports training, orchestra rehearsal, music lessons etc)
- Family evening meals
- Travel to and from school, training etc
- Specific television shows you always watch – consider recording these for viewing in free time
- Any other items that are part of your weekly schedule

### Step 2

- Estimate the time you need for each activity and write it in.
- Write homework and study sessions on the planner. Make sure you schedule homework and study at times when you know you are at your best, and don't stay up too late!
- Make sure you allow enough time for recreation and relaxation.

## De-stress

### Relaxed learners are more effective and happier!

When you are studying, take one minute each hour to de-stress your body.

Close your eyes

Relax your muscles

Take three slow, deep breaths

Open your eyes

## How to set goals and objectives

Take some time to reflect

What are my dreams?

What do I want to experience at Queenwood?

How can I grow as a person this year?

What is my personal best in each subject?

What do I want to achieve?

How do I cope with setbacks?

How can I apply my School motto to my life?

What can I dare to do this year

When you have reflected, make some notes. You may turn your dreams into goals or objectives.

Here are some examples of types of goals that might suit you. Choose your main goals, maybe one from each area to start:

### Personal

Get to know at least 2 new students this term.

### Academic

Improve my writing by practising extended responses.

Revise units of work when I finish them.

Seek assistance from teachers when needed

### Organisation

Write down my homework every lesson.

Pack my school bag the night before, to make sure I remember my equipment.

Clean my locker out twice a term.

### Co-curricular

Improve my endurance and fitness this season.

Practice a musical instrument five times per week.

Try something new.

### Service

Find somewhere outside my comfort zone where

I can do service for the school or community.

## How to use the Queenwood Planner

Use non-permanent or fine whiteboard marker only.

At the start of each term;

1. fill in your school timetable
2. on the term planner, write in due dates for assessment tasks and assignments; write in exam weeks; mark any public holidays etc
3. on the daily homework and study timetable, write in all your sporting and family commitments, and work out when you will do your homework/ study each week.
4. set goals and objectives for the term and write them in the box; my goals and objectives.
5. each week, use the to do list to prioritise tasks. When you have finished tasks, cross them out or rub them out.

## What is homework?

Homework includes these activities

- Activities set by your subject teacher
- Revising work covered that day
- Reading ahead in the text book
- Research and reading for an assessment task
- Working on an assessment task
- Reading a novel
- Studying for a test
- Creating a mind map of key information about a topic
- Making study notes to prepare for exams

**There is no such thing as “no homework”**

## How to Prioritise

1. **Do the most important and urgent things first.** Look at your goals to make sure you are doing what is important.
2. **When is it due?** Organise your tasks according to when they are due.
3. **Use the to-do list.** Write your tasks in order of priority on your to-do list.
4. **Split big tasks into smaller sections** and complete them over a few sessions.
5. **Do hard things first.** Study those subjects you find difficult first, rather than leaving them until last.



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