



Xavier Catholic College

Student Planner

Use non-permanent or fine whiteboard ONLY
See reverse side for advice and instructions

Goal Chart		
Subject	Results (Grade/Level/Mark)	My Aim (Grade/Level/Mark)

Daily Homework and Study Timetable							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						Morning	Morning
						Afternoon	Afternoon
						Evening	Evening

Student Timetable										
Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
1										
2										
3										
4										
5										
6										

Term Planner: <input type="text"/>						
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

How to use this 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 examination weeks, public holidays and due dates for assessment tasks and assignments.
3. On the Daily Homework and Study Schedule, write in all your family and work commitments, and then determine when you will do your homework/study each week.
4. Set goals and objectives for the term and write them in the Goal and Study Record.

What is Home Learning?

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. Split big tasks into smaller sections. Complete them over a few sessions.
4. Do hard things first. Study those subjects you find difficult first, rather than leaving them until last.

How to set goals and objectives

Take some time to reflect on:

- What are my dreams?
- What do I want to experience at Xavier Catholic College?
- How is my personal best in each subject?
- What do I want to achieve?
- What will I do this term to make someone else's life better?
- How will I strive for excellence?
- What will I contribute to our community?
- How will I use my gifts and talents to make positive contributions to our community?
- What will I do to reach my potential to be the best person I can.
- 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

Always put 100%.

Aim for an academic award.

Academic

Improve my writing by practicing extended responses.

Revise and summarise into notes any completed units of work.

Read more widely.

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.

Improve my skills in chosen activity.

Keep up music practice.

Service

Find somewhere outside my comfort zone where

I can do service for the school or community.

What will I do to make a difference to the lives of those who are marginalised?

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 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

3. Write everything in your diary

Your College Diary is your best bet for staying organised. At the start of each week, write the names of all lessons for each day. 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, Saturday sporting fixtures, band rehearsal, music lessons, going to Mass etc).
- Family evening meals.
- Travel to and from school, training etc.
- Specific TV shows you always watch (keep to a minimum).
- 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. See the School Diary for times recommended for each level. 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, and write this in.

Using meditation to de-stress

Meditation is a useful tool to unwind and relax. Meditation will help you to:

- focus and concentrate.
- reduce irritability.
- deal with stress related headaches.
- rest the mind from thinking about problems.
- slow down your breathing.
- relax your muscles.
- reduce anxiety.
- be more creative.

Find a quiet and spacious location and play some soft, gentle music that does not have any words.

Posture is important... try sitting up with your back against a wall, legs crossed and hands in lap. If this is too tough, try lying down on your back or reclining in a bean bag or arm chair.

Become familiar with this text to develop your meditation practice:

Close your eyes, and take a moment to relax your body. Identify any part of your body that seems particularly tense. Tighten the muscles in that part of your body, become conscious of the tension there and then allow the muscles to relax...

Now become aware of your breathing... Spend a minute or two steadying the rate of your breathing and deepening it... Now imagine that the air you are breathing in is charged with the power and the presence of God... Think of air as an immense ocean that surrounds you... an ocean heavily coloured with God's presence and God's being... While you draw the air into your lungs, you are drawing God in as well... As you exhale, imagine that you are breathing out all your distractions, your concerns, your fears, your negative feelings... imagine that you see your whole body becoming radiant and alive through this process of breathing in God's life-giving Spirit and breathing out all those things that keep you from being one with God... Rest in the peace of God's loving presence.

Now meditate for a minute or two longer and finish by thanking God in your heart for this time of prayer and meditation.

