	Student Timetable										
Per.	Mon	Tue	Wed	Thu	Fri						
HGP											
1											
2											
3											
4											
5											
6	Lunch	Lunch	Lunch	Lunch	Lunch						
7											
8											

# Bunbury Cathedral Grammar School



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## **Student Planner**

Notes / Reminders
Home Group Teacher:
Head of House:

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

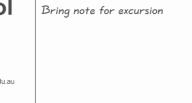
	Term Planner: Assessment, School and Personal Commitments										
Veek	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

Goals and Study Record								Teacher Details		
Subject	Previous Result My Aim		Key Strategy		Time			Teacher's		
									_	
									-	
									1	
									_	
									1	
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#### **Bunbury Cathedral Grammar School**





Notes / Reminders

**Student Planner** 

		Da	ily Homework ar	nd Study Timeta	ble			
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time	Saturday	Sunday
4-4.45	Hockey	Set Homework	Set Homework	Hockey	Homework			
5-5.45	Set Homework	Set Homework	Study	Hockey				
6-7	Dinner	Dinner	Dinner	Help Mum	Dinner			
7-7.45	Study	Study	Study	Dinner	Free Time			
8-8.45	Free Time	Family Time	Free Time	Homework	Free Time	3-3.45		Set HW
						4-4.45		Personal
						5-5.45		Study Time

	Term 2 Planner: Assessment, School and Personal Commitments										
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
1											
2			Parent/Teacher/Student Evening								
3		NAPLAN	NAPLAN	NAPLAN							
4						School Play					
5	Hockey Carnival										
6	Long Weekend ∸		Science Competition								
7					Casual Clothes Day						
8				Youth Literacy Day							
9		My Birthday									
10					Term Finishes						
11											

	Goals and Study Record										Teacher Details
Subject	Previous Result	My Aim	My Aim Key Strategy					me		Teacher's Name	
Science	B	B	Complete all my homework carefully	V	~	~	~	V	~		Mr Poller
English	В	Α	Review my sentence structure and paragraphs	V	~	~	~	V			Mr Turner
Maths	С	B	Do extra study questions	V	~	~	~				Mr Poller
5 & E	В	А	Ask questions in lessons	V	~	~	~	V	~	~	Mr Turner
Drama	C	В	Follow instructions carefully	V					F		Mr Bancroft
French	C	В	Learn the vocab better	V	~	~	~				Mrs Tunnington
Art	A	A	Keep working hard	V	~						Mrs Cooper
RAP	В	В	Continue like last term	~	~	~					Rev Russell
НРЕ	C	В	Bring sports gear every time	V							Mr Taylor
T and E	В	B		V	V						Mrs Healy

**How to Use the Bunbury Cathedral Grammar** 

**School Planner** Use non-permanent or fine whiteboard marker only. At the start of each term:

- 1. Fill in your Student 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 Goals and Study Record box; list one key strategy for each goal.
- 5. Each week, use the Student Homework Planner or Notes / Reminders section to prioritise tasks. When you have finished tasks, cross them out or rub them out.

## **How to Set Goals and Objectives**

#### Take some time to reflect:

- What do I want to experience at Bubury Cathedral Grammar School?
- How can I turn goals or objectives into reality?
- 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/values to my life?
- Which attributes do I need to particularly focus upon?
- What can I dare to do this year?

#### When you have reflected, make some notes.

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 two 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 all my equipment.
- Clean my locker out twice a term.

#### Co-curricular

- Improve my endurance and fitness this season.
- Practise a musical instrument five times per week.
- Try something new.

#### Service

 Find somewhere outside my comfort zone where I can help and do service for the School or community.

#### **How to Set a Study Timetable** Step 1

#### List all the following activities

- Regular weekly activities (sports training, music lessons, etc.).
- · Family evening meals.
- Travel to and from school, training, etc.
- Specific TV 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.

## What is Home Study?



- Activities set by your teacher
- Working on assignments
- · Completing set problems Doing set research
- Active learning
- Making summary notes
- Actively reviewing recent work
- Preparing for tests and examinations
- Making Mind Maps<sup>™</sup>, charts or tables Reviewing previous topics
- Attempting past test questions

#### Ideas on How to Prioritise

- 1. Look at your goals and do the most important and urgent things first.
- 2. Organise your tasks according to when they are due.
- 3. Create a 'To Do' list in the *Notes / Reminders* box with tasks in order of priority.
- 4. Start assignments as soon as you receive them.

## **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 (e.g. on the fridge in the kitchen).
- 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 student diary

- At the start of each week, fill in all of your lessons for each day.
- Chunk your assignments into smaller segments and set deadlines.
- Start assignments as soon as you receive them.
- Reward yourself once you have achieved your goals.

## Tips to Help Avoid Procrastination

- Set a deadline for each task tasks without deadlines can be put off indefinitely.
- Set rewards for completing tasks ensure the rewards match the level of difficulty.
- Ask someone to check occasionally that you are staying on task.
- Technology can be a major distraction for students and the cause of much procrastination. Place all items of distraction away when attempting tasks that can be challenging.
- Tackle the more difficult tasks first, when you have the most motivation and energy.

## **Study Tips**

- 1. Relax before you begin to study. Close your eyes, relax your muscles, take a few deep breaths and then open your eyes. You study more effectively when you are relaxed.
- 2. Study with a pen and paper. Just reading your notes is not study.
- 3. Create a Study Plan prior to assessment and exam periods to help you organise your study.
- 4. Find out what is being covered in the assessment/exam and ensure that these aspects are covered in your study.
- 5. Focus upon the aspects that you don't know.
- 6. Apply the study techniques that work for you, e.g. Mind Mapping, Venn Diagrams, mnemonics, acrostic poems, cue cards, flash cards, study posters, etc.
- 7. Study for a maximum of one hour on a subject.
- 8. Avoid studying similar subjects one after the other, e.g. Maths and Physics.
- 9. Take a break of about 10-30 minutes between subjects to allow your mind to process the details. Avoid reading, watching TV, texting during this time.
- 10. Go regularly over your class notes.
- 11. Use bright colours to highlight facts in your notes.
- 12. Make images in your notes to help your remember your facts.
- 13. Study the most important facts at the beginning and end of each subject study session.
- 14. Teach someone else about what you are studying.

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