



Notes / Reminders	Parent Feedback
* Return camp form tomorrow * Library books overdue	Well done on completing your assignment. It was worth the effort.
Home Group Teacher Contact: P: E:	Team Leader Contact: P: E:

Goal Chart			
Subject	Current Results	Aim	Strategie(s) to help me achieve this?
Maths	A	A	Persist
English	B	A	Meet with teacher
Art	C	B	Hand in homework on time
Science	B	A	Ask more questions
Humanities	B	A	Check on feedback
PE	A	A	
Woodwork	A	A	
French	B	A	Practise verbs

Study and Homework Record			
Subject	Time	Subject	Time
Art	0 0 0 0 0 0 0 0	Humanities	0 0 0 0 0 0 0 0
Maths	0 0 0 0 0 0 0 0	PE	0 0 0 0 0 0 0 0
English	0 0 0 0 0 0 0 0	Woodwork	0 0 0 0 0 0 0 0
Science	0 0 0 0 0 0 0 0	Homework	0 0 0 0 0 0 0 0
		Diary	0 0 0 0 0 0 0 0

Daily Homework and Study Timetable							
Time	Mon	Tue	Wed	Thur	Fri	Sat	Sun
7:00am	Breakfast						
8:00am	Travel to School					Basket Ball	
						Afternoon	Family Time
6:00pm	Science	Training	PE	Hum	Training		
7:00-8:00pm	Evening Meal						
8:00-9:00pm	English	Maths	Wood	French	Training	Evening	Evening
9:00	Training						

Student Timetable							
Period	Period 1 8:50 - 9:40	Period 2 9:40 - 10:30	Period 3 11:00 - 11:50	Period 4 11:50 - 12:40	Period 5 1:30 - 2:20	Period 6 2:20 - 3:10	
Mon	PE	PE	Science	English	Art	Art	
Tue	Maths	English	PE	HHR	Textiles	Textiles	
Wed	Science	French	Maths	Maths	Humanities	Humanities	
Thurs	English	English	French	French	Home	Home	
Fri	Science	Maths	Maths	Humanities	Art	Wood	

Term Planner: Assessment, School and Personal Commitments							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.	Production	Production				Basketball	
2.	Maths Comp					Basketball	
3.				Study Group		Basketball	
4.						Basketball	
5.	English Draft Due		Camp	Camp	Camp	Basketball	
6.			English Speech			Bye	
7.						Semi-Final	
8.		Science Assignment				Prelim-Finals	
9.						Finals	
10.							
11.							

Preparing the Leaders of Tomorrow

We recommend  Lumocolor non-permanent pens

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See reverse side

## 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 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 Student Planner. Ensure you schedule homework and study at times you know you're at your best, and don't stay up too late!
- Make sure you allow enough time for recreation and relaxation.

## 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.

**There is no such thing as  
'no homework'**

## Ideas on how to prioritise

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

## 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 and the cause of much procrastination; move distracting items away when attempting challenging tasks.
- Tackle the more difficult tasks first, when you have the most motivation and energy.

## 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 Student 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, T.V.).
- 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.

## How to use the Upwey High School Planner

**Use non-permanent or fine whiteboard marker only.**

### At the start of each term:

- Fill in your *Student Timetable*.
- On the *Term Planner*, write in due dates for assessment tasks and assignments; write in exam weeks; mark any public holidays, etc.
- 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.
- Set goals and objectives for the term and write them in the *Goal Chart* box; list one key strategy for each goal.
- Each week, use the *Daily Homework and Study Timetable* 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 Upwey High 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.

## Study Tips

- 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.
- Study with a pen and paper. Just reading your notes is not study.
- Create a Study Plan prior to assessment and exam periods to help you organise your study.
- Find out what is being covered in the assessment / exam and ensure that these aspects are covered in your study.
- Focus upon the aspects that you don't know.
- Apply the study techniques that work for you, e.g. Mind Mapping, Venn Diagrams, mnemonics, acrostic poems, cue cards, flash cards, study posters, etc.
- Study for a maximum of one hour on a subject.
- Avoid studying similar subjects one after the other, e.g. Maths and Physics.
- Take a break of about 10-30 minutes between subjects to allow your mind to process the details. Avoid reading, watching T.V., texting during this time.
- Go regularly over your class notes.
- Use bright colours to highlight facts in your notes.
- Make images in your notes to help your remember your facts.
- Study the most important facts at the beginning and end of each subject study session.
- Teach someone else about what you are studying.



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Website: [www.successplanner.com.au](http://www.successplanner.com.au)

Email: [info@successplanner.com.au](mailto:info@successplanner.com.au)



# UPWEY HIGH SCHOOL

## Student Planner

General Phone: 9754 2838  
 General Fax: 9754 7145  
 Absentee E-Mail: upwey.hs@edumail.vic.gov.au  
 School Website: www.upweyhs.vic.edu.au

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