



WELLINGTON

SECONDARY COLLEGE

Student Planner

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VCAA: _____

Notes / Reminders	
HSS:	_____
YLC:	_____
FT:	_____

Goal and Study Record

Subject	Previous Result	My Aim	Key Strategy	Time	Teacher

College Timetable

Session	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10
1										
2										
3										
4										

Study and Co-curricular Planner

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Term Planner : Assessment, College and Personal Commitments

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



Notes / Reminders

Don't forget excursion form and money
Tell general office of new address

HSS: _____
YLC: _____
FT: _____

Goal and Study Record

Subject	Previous Result	My Aim	Key Strategy	Time	Teacher
English	C, C, B	B+	When writing in the body of my essays, ensure it links to my intro	✓✓✓✓✓✓✓✓	Mr Nibaldi
Methods	C, D+, D	C	Attempt two quadratic function questions to become better at them	✓✓	Mrs Commons
Biology	C, B, B	A	Summarise my notes by doing mind maps for each chapter	✓✓✓✓✓✓✓✓	Ms Gibson
Accounting	B, B+, A	A+	Practice three cashflow questions per week until 100% correct	✓✓✓✓✓✓✓✓	Mr Rowley Bates
Psychology	B, B+, B+	A	Revise definitions every day by route for 15 minutes	✓✓✓✓✓✓✓✓	Ms Jacobs
Homework and Study Diary	15.8.05 hours: 5 days/week 2 & 15 hours: 6 days/week		HW: 2 rs / Mon - Thurs: Sat and Sun: Revise ten mins daily / revise two hours p.w. Use Darren's Plan, prioritise, chunk, and time frame methodology	15 25 2 15 - 2 1 -	

College Timetable

Session	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10
1	English	Psychology	Accounting	Biology	Methods	English	Psychology	Accounting	Biology	Methods
2	Methods	English	Psychology	Accounting	Biology	Methods	English	Psychology	Accounting	Biology
3	Biology	Methods	English	Psychology	Accounting	Biology	Methods	English	Psychology	Accounting
4	Accounting	Biology	Methods	English	Psychology	Accounting	Biology	Methods	English	Psychology

Study and Co-curricular Planner

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
4:30	Review Notes	Review Notes	Review Notes	Review Notes	Review Notes	Morning Soccer	Morning Sleep in
5:00	Homework	S O C	Homework	S O C	T M E	Soccer	Sleep in
5:30	Homework	C U R	Homework	C U R	M E	Soccer	Chill
6:00	DINNER AND FAMILY TIME					Afternoon	Afternoon
6:30	Homework	P	Homework	P		Review Notes	Homework
7:00	Study	B R A C	Study	Dinner		Study	Homework
7:30	Study	Homework	Study	Homework		Study	Homework
8:00	Study	Homework	Study	Homework	J O B	Evening	Evening
8:30	Homework	Homework	Homework	Homework	Chill	Homework	F
9:00	Chill	Homework	Homework	Homework	Chill	Chill	T

Term Planner 2 : Assessment, College and Personal Commitments

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1	Motivational Speaker					Soccer
2						
3				Biology SAC		George's 18th
4					Economics SAC	
5		Methods SAC	English SAC			
6						
7				GAT	VTAC Form Due	
8						
9						
10		Practice Exams	Practice Exams			

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How to use this planner

Use non-permanent or fine whiteboard marker only.

At the start of each term:

1. Fill in your College Timetable.
2. On the Term Planner, write in examination weeks, public holidays and due dates for assessment tasks and assignments.
3. On the Daily Study and Co-curricular Timetable, write in all your family and work commitments and then determine when you will do your study each week.
4. Set goals for each term and write them in the Goal Chart section.

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

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

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 examinations.

There is no such thing as "no homework".

How to set goals and objectives

Take some time to reflect on:

- What are my dreams?
- What do I want to experience at Wellington Secondary College?
- How can I grow as a person this year?
- What is my personal best in each subject?
- What do I want to achieve?
- How can I strive for 'The Magis'?
- How can I be a man/woman for others?

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 two new friends this term.
Aim for a Certificate in Application / Attainment.

Academic

Improve my writing by practising 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.
Move up one team.
Keep up music practice.

Service

Find somewhere outside my comfort zone where I can do service for the college or others.
Volunteer for Fred's Van or other community service.

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 light that shines on your textbooks and not 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 College Diary.

How to set a study timetable

Step 1

List all the following activities:

- Regular weekly activities (sports training, Saturday sporting fixtures, orchestra rehearsal, music lessons etc).
- Family evening meals.
- Travel to and from college, 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 College 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.

