

### School Contacts

**SENIOR CAMPUS**

Postal Address: 135 Barkers Rd, Kew. 3101  
 Reception: 9854 5411 Fax: 9853 3728 Absences: 9854 5304  
 Health Centre: 9854 5456 Sports Wet Weather number: 9517 9199

**BURKE HALL**

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 Reception: 9853 8737 Fax: 9853 3792  
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**KOSTKA HALL**

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**Emails:**

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 Tutor: @xavier.vic.edu.au



# Student Planner

AFFIX COLLEGE THEME STICKER HERE

The Foundation Principle of a Jesuit Education – “Men and Women for others”

### Student Timetable

DAY	Before School	1	2	3	4	5	6	After School
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

### Daily Homework and Study Timetable

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

### Goal Chart

Subject	Previous Result	My Aim	Strategies to help me achieve my aim

### REFLECTION.

- “I give you a new commandment – that you love one another.” *John.13:34*
- Jesus and his actions in the Gospels are our basis for service.
- “Teach us to give and not to count the cost.” *Ignatius of Loyola*
- “Act as if everything depended on you; trust as if everything depended on God.” *Ignatius of Loyola*

*Xavier College.  
 A Catholic College in the Jesuit Tradition.*

### Notes / Reminders

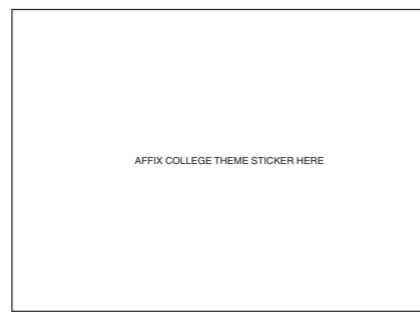
### Term Planner

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

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<b>KOSTKA HALL</b> Postal Address: 47 South Rd, Brighton, 3188 Reception: 9592 2127 Fax: 9592 7017 Health Centre: 9519 0615 Sports Wet Weather number: 9517 9199	
Emails: Head of House: <a href="mailto:hx@xavier.vic.edu.au">hx@xavier.vic.edu.au</a> Tutor: <a href="mailto:xt@xavier.vic.edu.au">xt@xavier.vic.edu.au</a>	



## Student Planner



The Foundation Principle of a Jesuit Education – “Men and Women for others”

Student Timetable								Daily Homework and Study Timetable								
DAY	Before School	1	2	3	4	5	6	After School	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.	Music Practice	RE	Science	PE	PE	English	History	Music Lesson	4:30	RE	Sport	LOTE	Sport	FREE	MORNING	
2.		Maths	VCD	Drama	English	RE	History	Sport	5:00	Science	Sport	Maths	Sport	Maths	Sport	Mass
3.	Music Practice	Drama	Drama	Maths	English	LOTE	LOTE		5:30	Maths	Maths	Drama	VCD	English	Sport	Music Practice
4.		Maths	VCD	History	English	RE	Science	Sport	6:00	DINNER						Afternoon
5.		Maths	History	Science	LOTE	VCD	RE		6:30	English	English	English	Maths	History	English	History
6.	Music Practice	Maths	PE	PE	RE	LOTE	Drama	Music Lesson	7:00	History	Science	Science	English	LOTE	Maths	VCD
7.		RE	VCD	Maths	English	Science	History	Sport	7:30	LOTE	Drama	History	Science	VCD	Evening	
8.	Music Practice	Drama	Science	Maths	English	History	LOTE		8:00	Revision	History	PE	History	F	F	Science
9.		History	VCD	Maths	English	Science	Drama	Sport	8:30	Read	RE	Revision	RE	E	E	RE
10.		RE	Science	English	History	VCD	LOTE		9:00		VCD	Read	Drama	E	E	Read

Goal Chart			
Subject	Previous Result	My Aim	Strategies to help me achieve my aim
LOTE	C+	B+	Revise vocab. twice a week

**REFLECTION.**

- “I give you a new commandment – that you love one another.” *John.13:34*
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**Notes / Reminders**

Remember PE uniform on Mon, Tue & Thur

Term Planner							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.							
2.		History Test					
3.			Eng. Essay due				
4.	LOTE Test			Maths Test			
5.					Hist. Essay due		
6.			Science Report				
7.					VCD assign due		
8.		LOTE Test					
9.						Basketball Finals	
10.	CAMP						
11.							

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## How to Use The Xavier College 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; 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.

## 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”.**

## Ideas on 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 task according to when they are due.
3. Create a To Do List. Write your tasks in order of priority on your To Do List.
4. Chunk your assignments into smaller segments and set deadlines.
5. Start assignments as soon as you receive them.
6. Do hard things first. Study those subjects you find difficult first, rather than leaving them until last.
7. Reward yourself once you have achieved your goals.

## 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 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.

## 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 eg mind mapping, venn diagrams, mnemonics, acrostic poems, cue cards, study posters etc
7. Study for a maximum of one hour on a subject.
8. Avoid studying similar subjects one after the other. Eg 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 you 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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## 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 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 Set Goals and Objectives

Take some time to reflect:

*What do I want to experience at Xavier College?*

*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 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

I will spend at least ten minutes reflecting on my learning for the day.

### Academic

I will complete all homework tasks and submit assignments on time.

Revise units of work when I finish them.

Seek assistance from teachers and attend the Homework Centre after school (Tuesday – Thursday during Term).

### Organisation

Write down my homework every lesson.

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

### Service

I will attempt to complete 1 hour of Ignatian Service every fortnight.

### Character

I will try to be more determined this term.

I will be aware of my actions and how they impact on others.