

How to Use the St Mary's College Student Planner

At the start of each term:

1. On the Term Planner, write in due dates for assessment tasks and assignments; write in exam weeks; mark any public holidays, etc.
2. On the Daily Learning and Study Routine, write in all your sporting and family commitments and work out when you will do your homework / study each week, e.g. 4 times a week – 10-15mins Maths Revision / 4 times a week – 10-15mins Reading / 4 times a week – 10-15mins Active Reading, assignment work, normal homework, etc
3. Set goals and objectives for the term and write them in the box, list one key strategy for each goal.
4. Each week, use the To Do List 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.
- Examine your Canvas page for each subject.
- Revising work covered that day.
- Reading ahead in the text book / online tools.
- Researching and reading for an assessment task.
- Working on an assessment task.
- Reading a novel.
- Revising / practicing maths concepts studied in previous weeks.
- Proof-reading written tasks.
- Creating a quiz.
- 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 tasks according to when they are due.
3. Use the To Do List. Write your tasks in order of priority on your To Do List.
4. Split big tasks into smaller sections and complete them over a few sessions.
5. 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 1 minute each 20 minutes of study time to distress your body. Make sure you walk around the room to help get oxygen to your brain.
- Close your eyes and relax your muscles.
- Take three slow, deep breaths.
- Open your eyes and start studying again.

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 at home. You need:
 - Your own desk which you should keep tidy.
 - A quiet place to study, away from distractions (phone, tv).
 - Somewhere to place this Student Planner (e.g. on the wall in front of your desk, bedroom, fridge).
 - 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 down in your Reminders App on your iPad.
 - Your Reminders App is your best bet for staying organised.
 - Write your homework down clearly after each lesson.
 - When you receive assignments or assessment tasks, write the due dates in your iPad Calendar and then transfer to this Term Planner, so you will see it regularly..

How to Set a Study Routine

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

- 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, relaxation, family contributions (chores) and family time.

How to Set Goals and Objectives

Take some time to reflect:

- What do I want to experience at St Mary's 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 the St Mary's College motto to my life?
- What would it be like at home / school if I achieved my goals?

When you have reflected, make some notes.

Here are examples of types of goals that might suit you. Choose your main goals, maybe one from each area to start:

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| Personal | Get to know at least two new students this term. |
| Academic | Improve my writing by practicing extended responses.
Revise units of work when I finish them.
Ask more questions in class when I don't understand.
Participate more in class discussions.
Proof read my work carefully before submitting. |
| 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. Practice a musical instrument five times per week.
Try something new. |
| Spiritual / Service | Find somewhere outside my comfort zone where I can do service for St Mary's College or the community.
Take some time to pray, reflect or meditate.
Do something for someone other than yourself. |