

Making the most of high school!



1. SET UP YOUR WORKSPACE

- Have a clear desk, comfy chair and shelves or other storage.
- Try and keep this space as free of distractions as you can.

2. BUY A FOLDER FOR EACH SUBJECT

- These folders stay at home and will be used to organise your work. Any time you have sheets you have finished with like returned tests and assignments, or additional sheets on a topic, file it away in the subject folder at home.
- Have a separate folder (just one) that you take to school with dividers in it for each subject where you can put papers that can't be pasted in your books.
- Any work on your computer or device needs to be backed up regularly.

3. TRY AND DO AN HOUR OF SCHOOLWORK ON MOST DAYS

- Do homework first.
- Then work on assignments or prepare for any tests coming up.
- Any remaining time should be spent on independent learning: making study notes, reviewing difficult work, exploring things you found interesting.

4. USE TERM PLANNERS AND A DIARY

- Each time you are told about a test or assignment write the due date onto your term planner and keep this on your wall at home.
- Also write the due date into your diary and make a plan of when you will do the work to be ready for the test or assignment.

5. EACH TIME YOU HAVE A TEST, FOLLOW THE STUDY STEPS.

- Make study notes (you can do this each time you finish a topic).
- Learn the notes by testing yourself.
- Do lots of practise questions (from your textbook, or revision sheets).

6. ASK FOR HELP OFTEN

- Anytime you are unsure of anything, always ask for help!
- You can ask friends, teachers, homeroom teachers, everyone at school will be keen to help.