

HOMEWORK & STUDY

A Guide for Students & Parents



INTRODUCTION



As high school subjects increase in importance and rigour, so too does the pressure to be prepared and disciplined when it comes to study and revision. Setting positive habits now in Jnr Secondary School will have far reaching benefits as your child progresses not only through Secondary School but through their tertiary studies and or chosen career.

The purpose of this resource is to be of some assistance in the creation of a Weekly Timetable specifically designed for your child and by your child. What you are about to read is not a prescribed guide, as all family circumstances are unique, but it is our goal that Nerang State High School students, your children, are empowered to be lifelong learners and realise that education does not stop at 3:00pm.

THE 4 STUDY ACTIVITIES

There are 4 types of activities that make up a study timetable:

1. **Homework** (completion of questions, activities as set by the subject teacher).
2. **Review** (reading through notebook/text sections covered that day and where appropriate completing a set of summary notes).
3. **Assignments** (planned amounts of work on assignments over a number of nights so as to complete it by the due date).
4. **Revision** (review of units/lessons of work prior to exams).

6 STEPS TO CREATING A TIMETABLE

1. **Assess your current commitments**
It's vital that a healthy balance between your studies, social life and sleep exists. Tailor the program to fit around hobbies and family commitments – not at the expense of them.
2. **List all of the subjects you study**
Once the list is created, rank the subjects by confidence and skill (for example *least*, *moderate* and *best*). By doing this, you can focus more time and energy on problem areas.

(continued)

3. Pull out the family Calendar

Write down important dates or events that cannot be changed (e.g. football training, grandmother's 99th birthday, and other commitments). Now, you can check if there are times or days of the week you can **always** study during.

For example, you may be free 3-4:30 p.m. every Tuesday, Wednesday and Thursday. If possible, try to schedule *specific* studying activities during this time, because a regular, set routine will assist in creating a studying mindset.

4. Schedule study sessions in short 30min blocks.

Shorter time blocks are easier to commit to in a schedule than 1 hour time blocks. By limiting the time, breaks are automatically created. Use this time to stretch your legs, get a healthy snack and rest those tired eyes.

5. Plan to focus on a particular subject each session

If a study session is planned around a particular subject, the materials can be organised in advance to ensure preparedness. If there are questions or concerns around a particular subject, the respective teacher can be seen that day before the study session begins at home.

6. Stick to it!

Starting will be hard. Sticking to it will be harder. Put a copy of the schedule on the fridge and commit to the plan. It's about creating a mindset and this takes time.

WHAT DOES A 'WEEKLY TIMETABLE' LOOK LIKE?

A sample of a weekly time table (along with a blank one) has been provided for you at the back of this booklet.

PLANNING AROUND ASSESSMENT



Your weekly timetable will contain activities that refer to *Revision* and *Assignments*, therefore it is imperative that you are aware of upcoming assessment. This knowledge will shape your Weekly Timetable.

For example:

If you have an upcoming Math **Test**, schedule in 15-20min of revision each night for 5 nights prior to the test and 30-40min the night before the test.

Where **Assignments** are concerned, write in the assignment on each night between the date given and the due date. This will ensure that you remain aware of upcoming due dates and can map your progress accurately.

Please note, it's a good habit to have all of your assessment dates visible on a *Term Planner*. This way, you can keep track of date clashes with other subjects and you can be aware of weeks that are 'light' or 'busy' and this will further assist in utilising the Weekly Timetable effectively.

Example:

TERM 2 PLANNER					
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3					
4					
5			Math Test	Science Prac	History Assignment
6				Science Assignment	English Test

IDEAL STUDY CONDITIONS



The small things make a big difference.

Your study area should be as free from distractions and interruptions as possible:

- Maintain a **tidy desk** – both during and after study sessions
- **Turn off** your mobile phone
- **Close** the door

Suitable furniture can enhance your study area:

- A **desk** which is high enough to prevent stooping
- A **moderately comfortable** chair which encourages good posture
- Book shelves within **reach** of your desk

Temperature Control:

- Good ventilation – **fresh air is necessary** to keep the mind alert
- **Comfortable clothing** – change out of your school uniform before settling down to study
- **Natural temperature control** – have a shower or swim before study on a hot day; pull on a tracksuit in preference to turning on the heater in winter.

Adequate Lighting:

- Maximum **natural light** in the daytime
- A desk lamp (with a frosted 75watt globe) shining directly onto your work and not into your eyes; and positioned on the **left hand side** of the desk if you are right handed
- Normal **room light** is also left on



EXAMPLE WEEKLY TIMETABLE



TIME	MON	TUE	WED	THURS	FRIDAY	TIME	SAT	SUN
0630	Music Practice	Music Practice		Music Practice	Music Practice	0630	Math H/Work	
0700						0700		
0730					Spelling Revision	0730	Assignments	
0800						0800		
SCHOOL								
1600	Math Review	Football Training	History Review	History H/Work		1400		Football
1630	Science H/Work		English Review	English Revision		1430		
1700	English H/Work	Football Training	Science Review	Assignments		1500	Assignments	Football
1730			Math H/Work			1530		
DINNER								

Remember, it's not about filling up every available time slot with school work, it's about **maintaining** a schedule that ensures the workload is manageable and indicative of your best efforts.

Over the page, you will find a blank timetable.

1. Start by filling in the **TIME** column. Remember to not stay too long on one subject and have small breaks in between.
2. Be sure to check your **TERM PLANNER** to ensure that you're scheduling in enough **REVISION** time prior to tests.
3. **SPORTING** and **EXTRA-CURRICULAR** commitments are important too – don't leave them off your Weekly Timetable.

'MY' WEEKLY TIMETABLE



TIME	MON	TUE	WED	THURS	FRIDAY	TIME	SAT	SUN
SCHOOL								
DINNER								

NOTES/QUESTIONS

