



Surviving your workload

Stepping up to 6th Form



Do

- ✓ try new ideas and don't be afraid to adapt them to suit you
- ✓ add new ideas to the ways you already have for studying revising and managing your time
- ✓ make notes and highlight ideas you like as you go along
- ✓ think about the areas of studying, revision and managing your time that you would like help with

Don't

- ✗ Stop using study and revision techniques that have worked for you in the past.
- ✗ Try to change everything at once

Branston Community Academy



6th Form Expectations



You must wear your **LANYARDS** at all times.

Time when you don't have lessons on your timetable is **STUDY** time not free time.

The computer room in the 6th form block is a **SILENT** study area.

Chewing gum is **BANNED** from the site.

RESPECT the 6th form environment and each other.

You should be **PUNCTUAL** and **ATTEND** all lessons.

Clothing should be SMART CASUAL.

Remember you are **ROLE MODELS** for the rest of the school.



Increasing MOTIVATION

- Have high expectations
- The most valuable asset you have is a positive attitude

If you have high expectations of yourself and believe that you'll succeed, you're more likely to reach your potential

- Fear of failure is like an invisible barrier that stops you from achieving your potential. If you're the sort of person who's always running yourself down and telling yourself how badly you're going to do

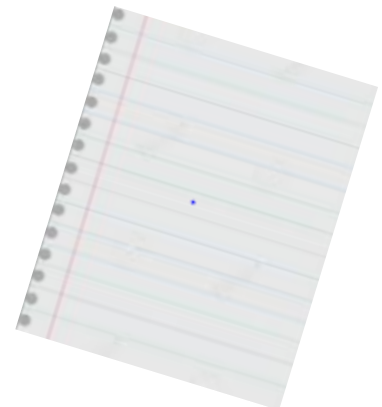
STOP RIGHT NOW!

Find your personal benefit

Why are you studying the courses you have chosen?

Where exactly are they leading to?

Write the answers on a piece of paper and leave it where you study to remind you why you are doing it.



Set goals for your courses

- Write down the grades you are hoping to achieve and remind yourself of these from time to time.

Take a real interest in your courses

- Make links between your courses and the world around you
- Why are the courses that you are studying relevant?

Get regular feedback

- Feedback is essential for progress
- Ask for it and act upon it!

Be competitive

- Keep a sheet of paper in the front of each of your main folders where you record all the grades you get for homework, assignments and tests.
- This will help you highlight your strengths and weaknesses

Celebrate success

- Celebrating is essential when you have completed a major task or when a module/unit comes to an end.

When I have finished I will.....

Go out with friends

Have my favourite treat

Treat myself to a spa day

Time Management

The step up from GCSE to 6th form is a big one and most students find the transition difficult.

It's crucial to develop effective habits for managing your time early on!

You need to find the approach that works for you, your personality and your circumstances.

Be clear about what's involved

Courses vary:

- exams only
- exams + coursework
- final exams
- on going exams

Time management is not about being busy or planning your life away.

Time management is about getting what you want out of your time!

Be clear about which assignments and exams count towards your final assessment.

Be prepared

Have a plan

Make lists



Think long term – find out when you have:

- ✓ exams or tests to sit
- ✓ assignments to complete
- ✓ fieldwork trips
- ✓ work experience to go on
- ✓ group projects to carry out
- ✓ presentations to make
- ✓ applications to complete

Look ahead – enter these events into your calendar and update them regularly

DON'T accept the myth that planning leads to less freedom and spontaneity

Planning minimises the stress that usually accompanies last minute assignment writing or revising for exams. Beware of over planning, which can delay actually getting on with the work.

Work consistently across both years

- Do a regular amount of work each week
- Do extra around exams and deadlines
- **Each hour you do in the classroom should be matched with an hour of independent study**
- Review your work – consolidation is important
- You will feel the benefit of consolidating your learning when you need to revise for a test or exam
- Do more than the set work
- Read around the subject

Studying

Procrastination is the habit of putting things off and leads to tomorrow always being the busiest day of the week!

Make the most of your study periods:

Its so easy to waste time playing games or chatting, especially in the first few weeks of your course. Free's feel like a novelty – **remember you need to match the time in lessons with independent study!**

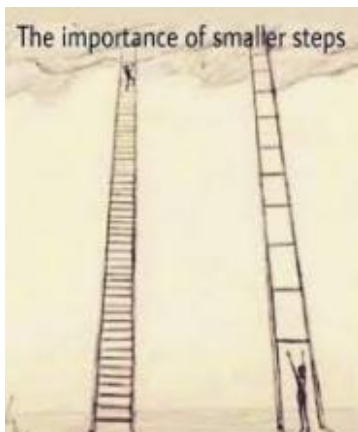
Plan your study time and get into the habit of using these times productively.

Make sure that you have the books and equipment you need to complete work during these times.

If you don't use your frees productively you will need to make up this time in your own time – do you want to spend more of your evenings and weekends studying?

- Timetable your week
- Do regular amounts of work each week
- Split your subjects across the week
- Aim for excellence not perfection – constant tweaking of work may waste a lot of time. Think! Are anymore changes necessary? Are they going to alter my marks?

Get into a study routine early on



GETTING STARTED

Break tasks into small manageable steps

Don't leave the worst steps until last

Tick off the steps as you go – see your progress

- ✓
- ✓
- ✓

If you're really stuck getting started, size up the positives of starting and the negatives of not starting

Positives of starting	Negatives of not starting
Peace of mind	A sense of failure
Getting it out of the way	Getting a low mark
A sense of achievement	Nagging thought that the task hasn't been done

Set yourself something to aim for – a reward
If I complete this I will

Study sessions

We all work best under different circumstances – find what works for you.

- When do I work best?
- Where do I work most efficiently?
- Do I prefer to work alone or with another student(s)?
- Put away the things that you don't need – phone, books from other subjects
- Let others know that you don't want to be disturbed



Everyone loves to multi task

Constantly switching between work and your phone results in you learning less and taking more time to get things done.

It affects your focus.

It's tiring for your brain.

Challenge – put your phone in another room. Set yourself tasks to do before you are allowed to check your phone.

- Focus on one task at a time
- Set yourself a target, write it down, tick it off or throw away the note once it's done.
- Always press on and finish a task which you are close to completing – coming back to it later takes much longer.

Plan your breaks:

Break up your study session with something that takes you away from the work.



Get outside

Play an instrument



Listen to music



Exercise



Do something you enjoy and be disciplined with the work and the breaks – know when you are stopping and when you will return to studying.

Use the breaks or end of study periods to reward yourself for the tasks that you have completed.



End on a high note:

- When a task is complete
- At the end of a question
- When an essay is complete
- At the end of a chapter

If there's something you need to return to stop at a logical point – somewhere that its easy to restart from.

Supervised Study

You will have on your timetable at least 1 session of supervised study each week.

These sessions are compulsory.

Arrive prepared

- Plan what you would like to achieve in that session
- Make a list
- Make use of the support that is in there and ask for anything that you need
- During these sessions you will have regular mentoring so you can access support or advice to help with your academic studies and your wellbeing.



Improve your concentration

Break and rest

Taking a break every 20-40 minutes for about 5-10 minutes can help you to stay focused.



If you try to work non stop for hours you will become less and less effective as time goes on.

Work out what is best for you some people work better in short bursts others can concentrate for prolonged periods of time.

Avoid marathon sessions.

Use breaks as a time to stretch and reset ready for the next task

Improving your focus and concentration helps you to:

- ✓ **get more done**
- ✓ **do your best work**
- ✓ **save time – you will be more efficient**
- ✓ **make fewer mistakes**
- ✓ **feel increased confidence in your ability to tackle things**

Rank tasks from hard to easy

Hard

Easy

Tackle these
when you feel
most alert

Don't leave tricky
tasks for when you
are tired

If things pop into your head that may distract you, note them down and deal with them when you've finished.

Work actively

- take notes
- test yourself
- talk out loud



Music or no music

- when trying to memorise things its better not to have musical distractions

Get more from your day

- Use to do lists
 - Tick tasks off the list once complete ✓
 - Prioritise important tasks (1,2,3 or A,B,C)
- Alternatively use a timetable to assign specific tasks to specific times

Most of us underestimate how long things take to do
Estimate and double it for a familiar task
Estimate and triple it for an unfamiliar task

1,2,3 – number in the order you need to complete them
A – a task that **must** be completed that day
B – a task you **should** do that day
C – a task you **could do that day**

Build in slack time

Don't put too much on your to-do list – be realistic

It's disheartening to finish the day with lots of tasks still on the list.

Build in time for the unexpected hiccup or distraction.



Utilise down time – are there small or simple tasks that can be ticked off whilst waiting for appointments, between other commitments...

Major Assignments/coursework



Don't

leave them until the last minute!!



Be clear about:

- The number of words required
- How it needs to be presented
- How it will be assessed
- When it needs to be finished

Aim to finish before the deadline

Set your own deadlines

- Start early
- Set a deadline to finish before the official deadline (this allows some breathing space)
- If you have more than one assignment due at the same time stagger the deadlines that you set

Break the assignment down

- Set a start date
- Divide it up into small steps
- Start with something quick and easy
- Set mini deadlines
- Build in slack time
- Add your deadlines to your planner or calendar
- Organise resources – equipment, books, people
- Make sure that the information you are gathering is relevant

Choose or define your topic

Research, collect and organise

Prepare first edit

Edit and polish final copy

Organising Your Workspace

Finding the best space for you to work is important

It affects your ability to concentrate and focus

Tidying up between tasks makes the next task easier – avoid disappearing under piles of work

Make sure the lighting is good – natural lighting is the best

Filing

Can you find any folder/book/piece of work within 2 minutes?



Its amazing how clearing and organising your filing system will clear your mind

Avoid dumping grounds – chairs, the floor!!

Organise your space

- Keep files/books where they are easy to access
- Label files/books clearly

Make sure files are clearly labelled – make your files more practical and user friendly

- Use an A4 ring binder for each subject
- Label folders on the outside
- Use labelled dividers for each new topic
- Make an index in the front of each new folder
- Write page numbers and dates on all your notes
- Hole punch loose sheets or put them in plastic pockets
- Keep a copy of subject specifications at the front of the file

If files get too heavy, think about using a plastic wallet or smaller file to transport notes to and from school.

Use a locker to store things that you need at school.

Lockers are available and cost

Organise your computer folders

When you save and store them give them an obvious name and make them easy to locate

Subject folder – sub folders for different modules



Revision Time

Plot your route

Decide what topics you need to cover for each of your subjects

Write a topic checklist

Decide on an order to tackle the topics

Get set – the first day of your revision should be spent organising and planning.

Make sure that you –

- ✓ get a copy of the specification and bookmark exam board websites
- ✓ have a full set of course notes and they are properly filed
- ✓ stock up with file cards, sticky notes, pens, highlighters etc
- ✓ buy revision guides and identify useful apps, websites and video channels

“Be realistic, be flexible when planning a revision timetable”

“Adapt it to suit you”

Have a plan

Writing some sort of revision timetable at the beginning of each week should only take a matter of minutes.

If you really don't like timetables make a to-do list of tasks that you want to get done each day

Y13 exam timeline

Once you have your exam timetable draw up a simple timeline of events leading up to your exams...

Include half terms, Easter break, coursework deadlines...

Add your exams to the timeline and look at the way they are spread out

#1 What order do the exams come in?

#2 Are they morning or afternoon exams?

#3 Are some weeks congested

#4 Do some take place on the same day?

#5 Or on consecutive days?

You will need to adapt your revision plan to take account of these factors.

Aiming for Top Grades

- Take the initiative
- Do extra study from the start of y12
- High achieving students achieve their success by developing and then consistently applying effective study habits
- Understand as you go – check your understanding, fill in information gaps and identify any questions you have
- Consolidate your learning from the start of y12
- Make full use of your teachers – they are experts – listen and act upon their feedback
- Participate fully in lessons – ask questions – seek clarification
- Read ahead of the topic you are covering
- Do as many past papers as possible
- It's particularly important to make the most of study periods
- Make the most of homework – it allows teachers to see your progress and support you effectively
- A healthy work-life balance must allow time for other interests, hobbies and social activities
- Put some time and effort into researching potential career pathways



6th Form Staff

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Use **Community** to work together to make sure we meet expectations in the belief that everybody has the right to an education. If we don't work together, valuable lesson time may be lost, and progress will be affected.

Use **Kindness and Respect** and care for everybody in our school, be that in lessons or around the school at break, lunch time and lesson transitions. Everybody has the right to be respected and we work together to be kind and supportive.

Use **Resilience** to be the best that we can be. We respond maturely to advice and feedback from staff and strive to improve in all that we do.

Use **Aspiration** to take responsibility for our own behaviour and to push ourselves out of our comfort zone.