



A Guide to Managing your Private Study



Managing your Private Study

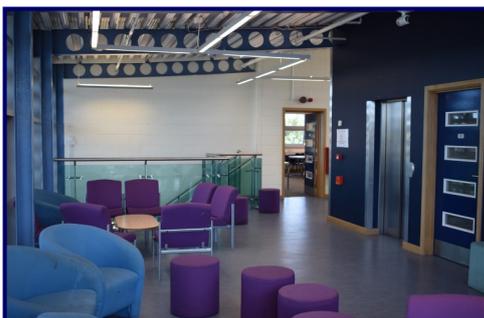
For the first time in your school life you will not have timetabled lessons all day. You will have, on average, between five and ten hours of private study time per week (depending on the number of subjects you are studying). This equates to between one and two school days where you have time to complete work independently, and it is crucial that you make the most of this time.

We find that our most successful students are those that treat sixth form as a 'full-time job'. Those students arrive at school at 8.40am, and stay until 3.00pm every day. They work continuously through the day (apart from break and lunch!), completing private study and homework in their study sessions. They find that by doing this they keep on top of their work, and do not have as much to complete at home in the evenings and weekends. Of course, there will be work that you will need to complete outside of school hours, but you will find you can get a big chunk of it done during the school day, if you plan and use your time wisely!

You will need to develop the study skills required for success in the Sixth Form as quickly as possible. The first term of PSHE lessons will cover the study skills you need to become a successful sixth form student. The quicker you get into the habit of studying at school, the easier your sixth form studies will be.

Where can I study?

You have access to a dedicated, Sixth Form Study Centre (SF1). The Study Centre is a learning environment designed to support and maximise your learning. It is essential that you arrive willing to work and show respect to other learners by quietly getting on with your studies. If you are working in a group or paired task, which will require an element of talking and discussion, please speak to Mrs McNish about using a sixth form classroom (if available) or the mezzanine area in the Sixth Form Centre. There are a number of networked computers in the Study Centre, along with a printer, photocopier and scanner. There are laptops available for you to borrow, and you are welcome to bring a laptop from home to use (please speak to ISD to get a password for the WiFi). You can also use the LRC for study if it has not been booked for use by another class.



Home Study

For the first ten weeks in the Sixth Form, you will be expected to be in school full-time, and all of your private study will be conducted in the Study Centre, LRC or a sixth form class room. You will use this time to get into the good study habits that are required of a sixth form student.

If, in this time, you demonstrate a strong capacity for independent learning, and you gain a positive first Review (posted home to parents during week 10), you will be able to apply for Home Study. This is in recognition of your growing maturity and your ability to take responsibility for your own learning. Following a discussion with your form tutor, you will be able to nominate up to two hours a week where you can conduct your studies from home. Home study can only be taken during the afternoon, as you are still required to be in form time every morning. Your parents will be informed of your chosen Home Study sessions.

Following a successful second Review (posted home to parents during week 23) you will be able to nominate up to two further hours of home study per week. As before, your second home study slot should be an afternoon session if your timetable allows. If your timetable does not allow you to take another afternoon home study session, you *may* be allowed to take a morning home study session, in agreement with the Head of Sixth Form. As a general rule we do not like to offer morning home study slots, as some students may choose to have a lie-in, rather than use this time for studying!

Once you start Year 13, you can continue to take afternoon home study sessions where your timetable allows. Additional home study will only be applied at the discretion of the Head of Sixth Form, where it is felt that you would benefit by working in your home environment. You will still be expected to attend morning registration every day.

Please be aware that Home Study can be terminated by the Head of Sixth Form at any point. If your reviews or assessments show that you are not maintaining your progress, or if your teachers inform us that things are not going so well in lessons, your Home Study will be stopped and your parents will be informed. You will therefore be expected to be in school full-time once again.

Study Tips...

For every hour you spend in a subject lesson, you should be doing **at least** the same amount of work in your study sessions and at home.

For example...

5 hours of lessons per subject = 5 hours of private study per subject
3 subjects x 5 hours = 15 hours of private study a week.



10 hours of study done at school, means only 5 hours to study in the evenings and at weekends!

(Please note: this is the bare minimum you should be doing!)

Things you can be doing at school in your study sessions:

- Re-read notes that you have made in class to check they all make sense. Re-write and develop if necessary. Highlight key points.
- Use the internet or textbook to read additional materials about the topics you are covering in class.
- Make revision cards, summarising key points—the sooner you start this, the less cards you will need to make at the end of Year 13!
- Make mind-maps summarising key points and developing your views.
- Create lists of key words, definitions, formulae, etc...
- Use the internet to print out past exam papers and mark schemes from your subjects. Practice relevant questions and mark them yourselves.
- Complete any homework you have been set.

The benefit of completing work in school is that you can check with your friends that you are on the right track. You can also find your teachers to ask for help if there is anything you are unsure about.

AVOID...



- Sitting with your friends if you know they will distract you!
- Looking at your phone! Put it in your bag until break and lunchtime.
- Giving yourself a time-orientated task e.g. 'In this study session I will read for 30 minutes'. Instead, make it task-orientated e.g. 'In this study session I will read pages 25-29 and make a mind map of key points'