

## **DAILY SUBJECT REVIEW QUESTIONS**

An important part of developing effective independent learning habits is critical reflection.

We encourage students to engage in the critical review process at the beginning of their Homework session each night.

With the diary open to record particulars that come to light through the reflection, students should take 2-3 minutes to review each lesson by asking the following (DLUQHP) questions:

- |  |            |   |
|--|------------|---|
| 1. What did I do in Maths today?                             | Do         | D |
| 2. What did I learn in Maths today?                          | Learn      | L |
| 3. What didn't I understand in Maths today?                  | Understand | U |
| 4. What questions do I need to ask my teacher?               | Question   | Q |
| 5. What set homework do I have in Maths?                     | Homework   | H |
| 6. What do I need to do to prepare for the next Maths class? | Prepare    | P |

By linking class and homework, students will make more effective use of both AND develop that important learning habit of critical reflection.

## **HOMEWORK**

Students can never say they have no homework! Teachers are expected to set regular homework, but it is up to the student to **make up the gap** each night/Friday-Weekend between the time taken to complete set Homework and the time they are expected to spend on Home study.

Students need to get into the habit of making decisions about **how best** to use this time.

They can:

1. Review the classes of the day (DLUQHP).
2. Redo, expand on notes, and make notes. (Use diagrams and colours!)
3. Revise for tests. (Write! Do not just read.)
4. Attend to corrections of marked work.
5. Read English texts.
6. Study work covered previously. (Don't just read over notes. Write reduced notes.)
7. Attend to file organisation.
8. Do extra examples. (e.g. Maths, Science)
9. Read ahead. (e.g. History, Social Studies)
10. Research for assignments.

Whatever is done for Homework/Study should be recorded in the Diary, including the time spent on discretionary-time tasks.

***Our aims are to promote individual responsibility  
for learning and academic excellence.***

## HOME TIME MANAGEMENT TEMPLATE

Students should account for the following Home Study times:

### Monday-Thursday

Year 8 : 1-1.5 Hours per night  
 Year 9 : 1.5 Hours per night  
 Year 10 : 2 Hours per night  
 Year 11 : 2.5 Hours per night  
 Year 12 : 3+ Hours per night

### Friday/Weekends

Year 8 : 2 Hours  
 Year 9 : 3 Hours  
 Year 10 : 4 Hours  
 Year 11 : 5 Hours  
 Year 12 : 6 Hours

Time	Monday	Tuesday	Wednesday	Thursday
4:00				
4:30				
5:00				
5:30				
6:00				
6:30				
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				
Time	Friday	Saturday	Sunday	
<b>Morning</b>				
<b>Afternoon</b>				
<b>Evening</b>				

## **PRESENTATION OF WORK**

While particular Learning Areas have subject specific requirements, in general, all work including notes and draft pages, should be:

1. ruled in red biro (single line across the top and a margin with width of a standard ruler from punch holes).
2. headed (date, subject, student name).
3. referenced (heading of exercise, title etc).

**This standard of presentation is expected in all subjects and all years.**

## **FILE ORGANISATION**

Many of our students have difficulty with finding completed work or indeed completing assigned work because of inadequate, inefficient file organisation.

Students are expected to have:

1. One A4 Lever Arch file as their School or Day File.
2. Subject dividers (clearly labelled).
3. Plastic wallet for each section.
4. A separate section for spare file paper (20-30 sheets). Please do not load spare file paper into subject sections.
5. Another section for scrap paper (e.g. pages from an exercise book).
6. The most recently completed work should be at the front of each subject section and, therefore easily located.
7. All handouts/notes/worksheets etc to students should have name and date on front right hand side.

At home, students should keep separate A4 files for each subject or have several A3 Lever Arch files for the same purpose.

Students should transfer work from Day File to home files when they have finished with that piece of work or topic. When in doubt, students should ask the teacher. Home files should be updated every 2-3 weeks.

**What students need to avoid is overloading their Day File.** If they keep everything in their School/Day file, it becomes heavy, untidy and liable to break.

**Files are not to be graffitied.**