



YEARS 7, 8 AND 9
PLANNING YOUR WEEK
DURING LOCKDOWN

AMBITIOUS $^{f V}$ **C**OLLABORATIVE $^{f V}$ **H**APPY $^{f V}$ INTEGRITY $^{f V}$ **E**NDURANCE $^{f V}$ VERSATILITY $^{f V}$ **E**XCELLENC



Planning your week

- Setting yourself up
 - Log onto SMHW (Satchel) and have pen & paper & planner (example attached on slide 3 or <u>on our website here</u>) ready
- Your working day is now your own work around when's best for you
 - The blocks on the planner do not have times on them, just a block of an hour's worth of work
- Prioritising work
 - Be aware of deadlines and work back from them
- Being mindful we are all having ups and downs
 - Work on your favourite subjects if you're having a blip
 - Work on your least favourite subjects if you're feeling on it

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Setting yourself up

Change the start/end days according to your weekly timetable

- Go onto Show My Homework
- For each piece of homework for the week, look at expected duration only
 - Don't get bogged down with exactly what the work is at this point
- Make a note of the subject, duration and due date
 - You could print off a timetable like the one attached and write when you plan to do the work or use post-its if you like (that way you move things round)
- You will now have an overview of what, how long and when
- Start to plan your week...
- The next two slides shows an example of work for the week

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Example of Year 7 and 8 Weekly Planner

| | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
|---------------------|---------|-----------|----------|--------|----------|--------|--------|
| Block 1 (1 hour) | | | | | | | |
| Block 2 | | | | | | | |
| (1 hour) Block 3 | | | | | | | |
| (1 hour) Block 4 | | | | | | | |
| (1 hour) | | | | | | | |
| Block 5 (1 hour) | | | | | | | |
| Fun/ Alternative | | | | | | | |
| Me time | | | | | | | |

AMBITIOUS COLLABORATIVE HAPPY INTEGRITY ENDURANCE VERSATILITY EXCELLENCE

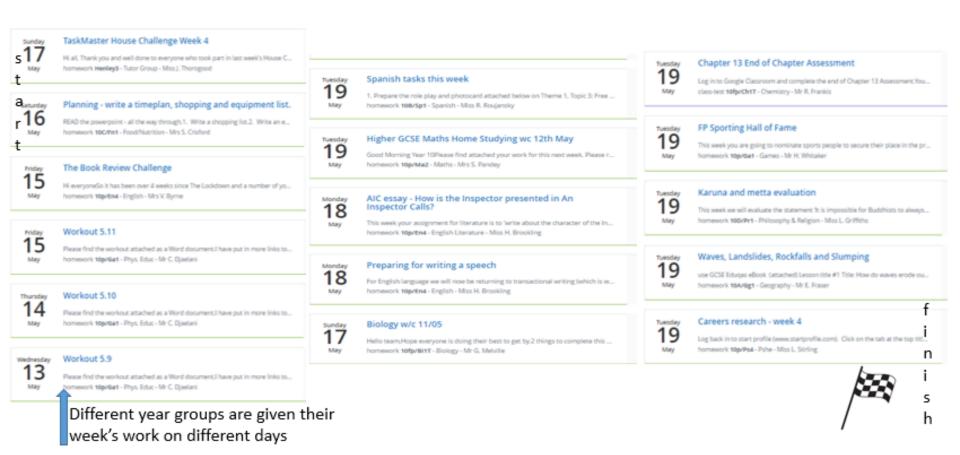


Example of Year 9 Weekly Planner

| | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday |
|---------------------|-----------|----------|--------|----------|--------|--------|---------|
| Block 1 (1 hour) | | | | | | | |
| Block 2 (1 hour) | | | | | | | |
| Block 3 (1 hour) | | | | | | | |
| Block 4 (1 hour) | | | | | | | |
| Block 5 (1 hour) | | | | | | | |
| Fun/ Alternative | | | | | | | |
| Me time | | | | | | | |



Show My Homework – a week's work



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Making a note of what to do

| Subject | Duration (hours) | Due date |
|--------------------|------------------|----------------------|
| Food Tech | 3 | 16 th May |
| Biology | 2 | 17 th May |
| English Language | 1 (approx.) | 18 th May |
| English Literature | 2.5 | 18 th May |
| Maths | 4 | 19 th May |
| Spanish | 2.5 | 19 th May |
| Geography | 3 | 19 th May |
| P&R | 1 | 19 th May |
| Chemistry | 1 | 19 th May |

You can now plot these 30 mins/1 hour blocks on your timetable...

AMBITIOUS COLLABORATIVE HAPPY INTEGRITY ENDURANCE VERSATILITY EXCELLENCE



Planner – including weekends

| | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
|---------------------|--------------------|-----------------------|---------------|---------------|---------------|---------|------------|
| Block 1 (1 hour) | Food Tech | Food Tech | Geography | Food Tech | Maths 1 | Spanish | Check work |
| Block 2 (1 hour) | Biology | English Language | Biology | Maths | | Maths | |
| Block 3 (1 hour) | Spanish | Geography 1 | Maths | | | | |
| Block 4 (1 hour) | English Literature | P&R | Spanish | | | | |
| Block 5 (1 hour) | Geography | English Literature | Chemistry | | | | |
| Fun/ Alternative | Workout | Book Review | Taskmaster | | | | |
| Me time | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow | \star | |

AMBITIOUS COLLABORATIVE HAPPY INTEGRITY ENDURANCE VERSATILITY EXCELLENCE



Planner – not including weekends

| | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
|---------------------|-----------------------|-----------------------|---------------|---------------|---------------|---------------|--------------------|
| Block 1 (1 hour) | Food Tech | Food Tech | Geography | Spanish | | | Maths |
| Block 2 (1 hour) | Biology | English Language | Biology | Maths | | | Check over work |
| Block 3 (1 hour) | Spanish | Geography 1 | Maths | Food Tech | | | |
| Block 4 (1 hour) | English Literature | P&R 1 | Spanish | | | | |
| Block 5 (1 hour) | Geography | English Literature | Chemistry | | | | |
| Fun/ Alternative | Workout | Book Review | Taskmaster | | | | |
| Me time | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow | \Rightarrow |

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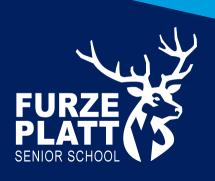


Tips for you

- Share this with the family, stick it on your fridge
- Tick off the work once you've done it
- It's not set in stone
 - If you're not in a 'Maths' or specific subject mood, then do something else from the list
 - You can then do the Maths or other subject when you're feeling in a better place
- Work ahead if you want to free up your own time
- Working at weekends?
 - Up to you this presentation shows how to set your work out either with or without working them
- Make time for you
 - Enjoy and reward yourself for your successes
- Stuck? Speak to a family member/friend/teacher
- Behind in something?
 - Speak to your teacher, agree a revised deadline and put it in your planner
- Lastly, once you start, it's never that bad!

Ambitious ullet Collaborative ullet Happy ullet Integrity ullet Endurance ullet ullet Versatility ullet Excellence





Created by Mrs D Feather Raising Achievement Manager May 2020