



## YEAR 10 PLANNING YOUR WEEK DURING LOCKDOWN

AMBITIOUS COLLABORATIVE HAPPY INTEGRITY ENDURANCE VERSATILITY EXCELLENCE



# 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



# 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...
- Write in any seminars you have planned first
- The next slide shows an example of work for the week
  - It starts on Tuesday as that is the day the school work is set



### Year 10 Weekly Planner

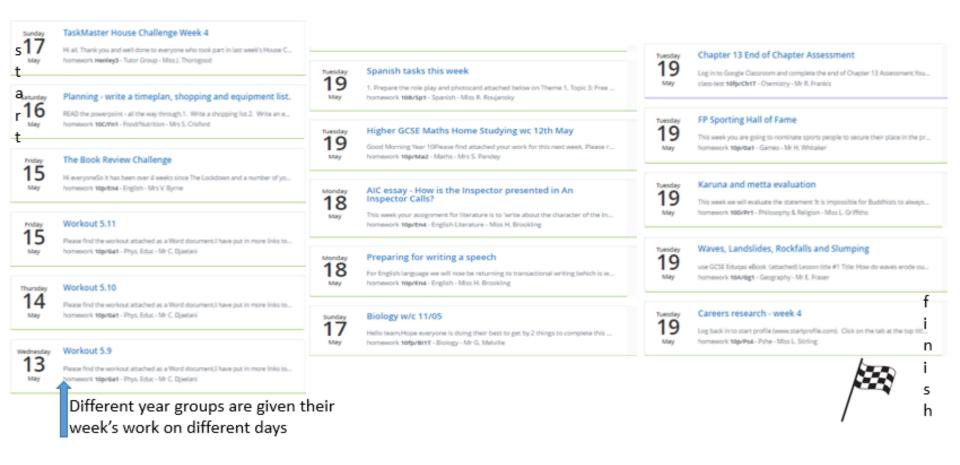
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Block 1 (1 hour)							
Block 2 (1 hour)							
Block 3 (1 hour)							
Block 4 (1 hour)							
Block 5 (1 hour)							
Fun/ Alternative							
Me time							
SEMINARS							

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#### 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 <sup>th</sup> May	
Biology	2	17 <sup>th</sup> May	
English Language	1 (approx.)	18 <sup>th</sup> May	
English Literature	2.5	18 <sup>th</sup> May	
Maths	4	19 <sup>th</sup> May	
Spanish	2.5	19 <sup>th</sup> May	
Geography	3	19 <sup>th</sup> May	
P&R	1	19 <sup>th</sup> May	
Chemistry	1	19 <sup>th</sup> May	

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



## Planner – including weekends

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Block 1 (1 hour)	Food Tech	Food Tech	Geography	Food Tech	Maths	Spanish	Check work done
Block 2 (1 hour)	Biology	English Language	Biology	Maths		Maths	
Block 3 (1 hour)	Spanish	Geography	Maths				
Block 4 (1 hour)	English Literature	<u>P&amp;R</u>	Spanish				
Block 5 (1 hour)	Geography	English Literature	Chemistry				
Fun/ Alternative	Workout	Book Review	Taskmaster				
Me time	$\bigstar$	$\bigstar$	$\overleftrightarrow$	$\bigstar$	$\bigstar$	$\bigstar$	
SEMINARS	Food Tech 12pm	English 11.45am; Spanish 12.45pm	Chemistry 11.45am; Physics 1.15pm;				Maths 2.15pm

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#### 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	Maths	Food Tech			
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	$\bigstar$	$\bigstar$		$\bigstar$	$\bigstar$	$\bigstar$	$\bigstar$
SEMINARS	Food Tech 12pm	English 11.45am; Spanish 12.45pm	Chemistry 11.45am; Physics 1.15pm;				Maths 2.15pm

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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
- - Try and start your day at 9am for a regular routine where possible
- 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!





Created by Mrs D Feather Raising Achievement Manager May 2020