

ARE YOU ORGANISED?

An important part of your life in your secondary school is being WELL ORGANISED. Here are a few ideas to help you:-

BOOKS

Keep them all in one place! This could be a shelf in your bedroom, a small cupboard or even a plastic box. You could use coloured folders; for example, blue for all Maths, red for all Science etc.

TIMETABLE

Stick a copy of your timetable on your cupboard, box or a pin board in your room. This will remind you of your lessons/teachers.

PACKING YOUR BAG

Try to get into doing this the same time every day.

USE YOUR TIMETABLE

- *Pack your bag in the evening.*
- Take out all your books, do your homework and then put the next day's books in.
- Check your pencil case. It should contain pens that work (!), a pencil, eraser, sharpener, ruler, colours (if allowed by the school) and maybe some specialist subject equipment, for example, a calculator for Maths, brushes for Art etc.....

BOOKS (again!)

This can sometimes be very confusing. You may have two teachers for one subject. They may share and exercise book or have one each. You may also have text books for each subject. How will you cope with all of them? Here are a few suggestions:-

- If you have two teachers for one subject choose some wrapping paper and cover each book with different wrapping.
- You could cover all your books with the same wrapping paper and then you would be able to see your books anywhere.
- If you don't want to cover your books (or your teachers don't want you to) you may be able to use some coloured paper and just stick a strip at the top so you can tell the difference.
- Post-It notes can be useful to help you.
- Try to explain to the teachers why you are doing this – they will be pleased you are working so hard to bring the correct books to your lessons.

HOMEWORK - IT HAS TO BE DONE!!

USE YOUR PLANNER

- Try to get into a routine of checking what homework needs to be done and when it needs to be handed in.
- If you don't understand please ASK!! Someone will help you.
- Use Post-It notes as reminders. Use a notice-board, door or mirror.
- Always check you Planner – it should all be written there.
- If you have problems getting the homework in your planner TELL YOUR TEACHER. They cannot read mindsyet!

LAST BIT! It will be strange but don't worry. If you are having problems tell someone as soon as possible. It could be your form tutor, subject teacher, and support assistant.

Don't panic – you will be organised. GOOD LUCK!

Transfer Support Team

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