

# Middle Years Academic Advisory Modules

<b>YEAR 7: ORGANISATION HABITS FOR LEARNING</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: USING YOUR TIMETABLE</b> <ul style="list-style-type: none"> <li>• Create a two-week timetable.</li> <li>• Colour code your timetable on your timetable (subject, class, extra-curricular activities such as music, sports and clubs).</li> <li>• Print off the copies of your timetable for your diary, one for the teacher of your subject and the other for home use.</li> </ul>	<b>Self-checking routines using timetables.</b> <b>At Home:</b> <ul style="list-style-type: none"> <li>• Look at your timetable the night before and update everything that is needed for the next day (lessons).</li> </ul> <b>Risks:</b> <ul style="list-style-type: none"> <li>• Copying and changing timetables.</li> <li>• Missing out on lessons.</li> </ul> <b>At the school in the morning, evening and lunch:</b> <ul style="list-style-type: none"> <li>• Look at your timetable for the day and update your timetable as the day unfolds.</li> <li>• Make sure you have time for the whole of the day and not just go back to your timetable classes.</li> </ul>	<b>ICT Organising</b> <ul style="list-style-type: none"> <li>1. Create a ring system using folders.</li> <li>2. Use Microsoft Explorer to create a ring system for your work.</li> <li>3. Create a folder for each subject.</li> <li>4. Create sub-folders for different units in the subject.</li> <li>5. Create the same system on One Drive.</li> <li>6. Open your One Drive account by going through Office 365.</li> <li>7. Create a folder to organise, colour code the folders in your subject.</li> <li>8. Copy files to organise, colour code the folders in your subject.</li> <li>9. Close your One Drive account by going through Office 365.</li> </ul>	
	<b>STEP 2: HOMEWORK PLANNING AND PRIORITISING USING WEEKLY AND DAILY CHECKLISTS.</b> <ul style="list-style-type: none"> <li>• Read the week diary. Write off the work immediately and make a list of your work to do for the week.</li> <li>• Write a weekly 'to do list' for your subject.</li> <li>• Place a sticker on your subject.</li> <li>• On Monday, look at your diary and the Plan for upcoming work in other tasks, and write a weekly 'to do list' for each subject.</li> <li>• Write a daily 'to do list' for your subject.</li> <li>• At the end of each day, look at your timetable and your weekly 'to do list' and write a weekly 'to do list' for the next day that includes everything that is due for the next day.</li> <li>• Be very specific in your 'to do list' - only write 'write homework' but not 'do the homework'.</li> <li>• Includes a checklist for each subject, including the plan for the next day.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of the daily and weekly checklists.</li> <li>2. Using the list to begin homework well in advance of due dates.</li> <li>3. Successfully completing the items on your list without needing much assistance.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of the daily and weekly checklists.</li> <li>2. Using the list to begin homework well in advance of due dates.</li> <li>3. Successfully completing the items on your list without needing much assistance.</li> </ul>
	<b>STEP 3: ORGANISING YOUR ICT</b> <ul style="list-style-type: none"> <li>• Create a ring system using folders.</li> <li>• Use Microsoft Explorer to create a ring system for your work.</li> <li>• Create a folder for each subject.</li> <li>• Create sub-folders for different units in the subject.</li> </ul>	<b>One Drive and Outlook</b> <ul style="list-style-type: none"> <li>• Open your One Drive account by going through Office 365.</li> <li>• Organise your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>

<b>YEAR 8: ORGANISATION FOR LEARNING AND INFORMATION ETIQUETTE</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: FOLDERS SET UP AND STUDY SCHEDULE</b> <b>Folder and folders:</b> <ul style="list-style-type: none"> <li>• Create a separate physical folder for each subject, where you will store class notes and handouts in your plan.</li> <li>• Organise these clearly in your folder so they are easily accessible.</li> </ul>	<b>ICT Organising</b> <ul style="list-style-type: none"> <li>1. Create a ring system using folders.</li> <li>2. Use Microsoft Explorer to create a ring system for your work.</li> <li>3. Create a folder for each subject.</li> <li>4. Create sub-folders for different units in the subject.</li> <li>5. Create the same system on One Drive.</li> <li>6. Open your One Drive account by going through Office 365.</li> <li>7. Create a folder to organise, colour code the folders in your subject.</li> <li>8. Copy files to organise, colour code the folders in your subject.</li> <li>9. Close your One Drive account by going through Office 365.</li> </ul>	
	<b>STEP 2: USING PORTALS EFFECTIVELY AND EMAIL ETIQUETTE</b> <ul style="list-style-type: none"> <li>1. Familiarise yourself with each class Portal page or you can find things quickly and independently.</li> <li>2. Refresh the process for submitting work on the Portal.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Submission of work on Portal accurately.</li> <li>2. Using the list to begin homework well in advance of due dates.</li> <li>3. Successfully completing the items on your list without needing much assistance.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>
	<b>STEP 3: SETTING LEARNING GOALS</b> <ul style="list-style-type: none"> <li>1. Reflect on how you are doing in your organisation for Term 1.</li> <li>2. Review the goals you SMART, measurable, achievable, targeted and timely. Focus on what you have done well in and what you need to improve on.</li> </ul>	<b>SMART Goals</b> <ul style="list-style-type: none"> <li>• Review the goals you SMART, measurable, achievable, targeted and timely. Focus on what you have done well in and what you need to improve on.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Achieving your top SMART goal relating to organisation for Term 1.</li> </ul>

<b>YEAR 9: ORGANISATION FOR LEARNING AND SELF REGULATION</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: REFRESHER ON FILE ORGANISATION</b> <b>Folder and folders:</b> <ul style="list-style-type: none"> <li>• Create a separate physical folder for each subject, where you will store class notes and handouts in your plan.</li> <li>• Organise these clearly in your folder so they are easily accessible.</li> </ul>	<b>ICT Organising</b> <ul style="list-style-type: none"> <li>1. Create a ring system using folders.</li> <li>2. Use Microsoft Explorer to create a ring system for your work.</li> <li>3. Create a folder for each subject.</li> <li>4. Create sub-folders for different units in the subject.</li> <li>5. Create the same system on One Drive.</li> <li>6. Open your One Drive account by going through Office 365.</li> <li>7. Create a folder to organise, colour code the folders in your subject.</li> <li>8. Copy files to organise, colour code the folders in your subject.</li> <li>9. Close your One Drive account by going through Office 365.</li> </ul>	
	<b>STEP 2: HOMEWORK PLANNING AND PRIORITISING USING WEEKLY AND DAILY CHECKLISTS.</b> <ul style="list-style-type: none"> <li>• Read the week diary. Write off the work immediately into your student diary (and your calendar) so that you know what you need to do for the next day.</li> <li>• Write a weekly 'to do list' for your subject.</li> <li>• Place a sticker on your subject.</li> <li>• On Monday, look at your diary and the Plan for upcoming work in other tasks, and write a weekly 'to do list' for each subject.</li> <li>• Write a daily 'to do list' for your subject.</li> <li>• At the end of each day, look at your timetable and your weekly 'to do list' and write a weekly 'to do list' for the next day that includes everything that is due for the next day.</li> <li>• Be very specific in your 'to do list' - only write 'write homework' but not 'do the homework'.</li> <li>• Includes a checklist for each subject, including the plan for the next day.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of the daily and weekly checklists.</li> <li>2. Using the list to begin homework well in advance of due dates.</li> <li>3. Successfully completing the items on your list without needing much assistance.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>
	<b>STEP 3: APPROPRIATE USE OF ICT</b> <b>Log in to:</b> <ul style="list-style-type: none"> <li>• Organise your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>Phone use:</b> <ul style="list-style-type: none"> <li>• Change settings on your phone to switch off notifications. Do not use it in class unless instructed to do so.</li> <li>• Sync your phone so that you can immediately update 'to do list' for your subject.</li> <li>• Keep the phone in your pocket (not in a phone bag) during class time.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Your phone settings to 'switch off' notifications.</li> <li>2. Your phone syncs with your One Drive account.</li> <li>3. Your phone is in your pocket (not in a phone bag) during class time.</li> </ul>

# Senior Years Academic Advisory Modules

<b>YEAR 10: Independent Learning &amp; Organisation</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: SETTING LEARNING GOALS</b> <ul style="list-style-type: none"> <li>• Create learning goals.</li> <li>• Set SMART goals. Specific, Measurable, Achievable, Relevant &amp; Timely.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Self-checking routines for your goals.</b> <ul style="list-style-type: none"> <li>• Create a check list for your goals, tick when they are achieved.</li> <li>• Share your goals with another student.</li> <li>• Gain feedback on your goals.</li> <li>• Keep your goals manageable and realistic.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Having a list of SMART goals.</li> <li>2. Achieving some of these goals by the end of Term 1.</li> <li>3. You have identified any personal obstacles to your goals, and are working to overcome them.</li> </ul>	
	<b>STEP 2: ORGANISATION FOR INDEPENDENT LEARNING &amp; STUDY HABITS</b> <ul style="list-style-type: none"> <li>1. Create a calendar.</li> <li>2. Organise your One Drive account by going through Office 365.</li> <li>3. Create a folder to organise, colour code the folders in your subject.</li> <li>4. Copy files to organise, colour code the folders in your subject.</li> <li>5. Close your One Drive account by going through Office 365.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of your organisation, study calendar and prioritising of work.</li> <li>2. Showing evidence of implementing some of the effective study habits.</li> <li>3. Successfully using ICT to study and complete work independently &amp; without being distracted.</li> <li>4. Your study strategies are effective.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of your organisation, study calendar and prioritising of work.</li> <li>2. Showing evidence of implementing some of the effective study habits.</li> <li>3. Successfully using ICT to study and complete work independently &amp; without being distracted.</li> <li>4. Your study strategies are effective.</li> </ul>
	<b>STEP 3: ORGANISING YOUR ICT</b> <ul style="list-style-type: none"> <li>• Create a folder for each subject.</li> <li>• Create sub-folders for different units in the subject.</li> <li>• Create the same system on One Drive.</li> <li>• Open your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>One Drive and Outlook</b> <ul style="list-style-type: none"> <li>• Open your One Drive account by going through Office 365.</li> <li>• Organise your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>

<b>YEAR 11: Independent Learning &amp; Agency</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: SETTING LEARNING GOALS</b> <ul style="list-style-type: none"> <li>• Create learning goals.</li> <li>• Set SMART goals. Specific, Measurable, Achievable, Relevant &amp; Timely.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Self-checking routines for your goals.</b> <ul style="list-style-type: none"> <li>• Create a check list for your goals, tick when they are achieved.</li> <li>• Share your goals with another student.</li> <li>• Gain feedback on your goals.</li> <li>• Keep your goals manageable and realistic.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Having a list of SMART goals that focus on independent learning, self-reflection &amp; study habits.</li> <li>2. Achieving some of these goals by the end of Term 1.</li> <li>3. You have identified any personal obstacles to your goals, and are working to overcome them.</li> </ul>
	<b>STEP 2: ORGANISATION FOR INDEPENDENT LEARNING &amp; EFFECTIVE STUDY HABITS</b> <ul style="list-style-type: none"> <li>1. Organise &amp; prioritise homework and assignments.</li> <li>2. Create a study calendar and assignments.</li> <li>3. Organise your time management for each week, prioritise key homework tasks &amp; assignments.</li> <li>4. Be specific and record all due dates for homework.</li> <li>5. Review independent learning materials.</li> <li>6. Plan your use of time (log).</li> <li>7. Use class time to complete work that is not done at home.</li> <li>8. Use class time to complete work that is not done at home.</li> <li>9. Use class time to complete work that is not done at home.</li> <li>10. Use class time to complete work that is not done at home.</li> <li>11. Use class time to complete work that is not done at home.</li> <li>12. Use class time to complete work that is not done at home.</li> <li>13. Use class time to complete work that is not done at home.</li> <li>14. Use class time to complete work that is not done at home.</li> <li>15. Use class time to complete work that is not done at home.</li> <li>16. Use class time to complete work that is not done at home.</li> <li>17. Use class time to complete work that is not done at home.</li> <li>18. Use class time to complete work that is not done at home.</li> <li>19. Use class time to complete work that is not done at home.</li> <li>20. Use class time to complete work that is not done at home.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of your organisation, study calendar and prioritising of work.</li> <li>2. Showing evidence of implementing some of the effective study habits.</li> <li>3. Successfully using ICT to study and complete work independently &amp; without being distracted.</li> <li>4. Your study strategies are effective.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>
	<b>STEP 3: ORGANISING YOUR ICT</b> <ul style="list-style-type: none"> <li>• Create a folder for each subject.</li> <li>• Create sub-folders for different units in the subject.</li> <li>• Create the same system on One Drive.</li> <li>• Open your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>One Drive and Outlook</b> <ul style="list-style-type: none"> <li>• Open your One Drive account by going through Office 365.</li> <li>• Organise your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>

<b>YEAR 12: Independent Learning &amp; Self-Efficacy</b>  <b>TERM 1 MODULE 1</b>	<b>STEP 1: SETTING LEARNING GOALS</b> <ul style="list-style-type: none"> <li>• Review learning goals.</li> <li>• Set SMART goals. Specific, Measurable, Achievable, Relevant &amp; Timely.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Self-checking routines for your goals.</b> <ul style="list-style-type: none"> <li>• Create a check list for your goals, tick when they are achieved.</li> <li>• Share your goals with another student.</li> <li>• Gain feedback on your goals.</li> <li>• Keep your goals manageable and realistic.</li> <li>• Review your goals throughout the year. Identify 'next step' personalised learning goals.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Having a list of SMART goals that focus on independent learning, self-reflection &amp; study habits.</li> <li>2. Achieving some of these goals by the end of Term 1.</li> <li>3. You have identified any personal obstacles to your goals, and are working to overcome them.</li> </ul>
	<b>STEP 2: ORGANISATION FOR INDEPENDENT LEARNING &amp; EFFECTIVE STUDY HABITS</b> <ul style="list-style-type: none"> <li>1. Organise &amp; prioritise study.</li> <li>2. Create a study calendar and assignments.</li> <li>3. Organise your time management for each week, prioritise key homework tasks &amp; assignments.</li> <li>4. Be specific and record all due dates for homework.</li> <li>5. Review independent learning materials.</li> <li>6. Plan your use of time (log).</li> <li>7. Use class time to complete work that is not done at home.</li> <li>8. Use class time to complete work that is not done at home.</li> <li>9. Use class time to complete work that is not done at home.</li> <li>10. Use class time to complete work that is not done at home.</li> <li>11. Use class time to complete work that is not done at home.</li> <li>12. Use class time to complete work that is not done at home.</li> <li>13. Use class time to complete work that is not done at home.</li> <li>14. Use class time to complete work that is not done at home.</li> <li>15. Use class time to complete work that is not done at home.</li> <li>16. Use class time to complete work that is not done at home.</li> <li>17. Use class time to complete work that is not done at home.</li> <li>18. Use class time to complete work that is not done at home.</li> <li>19. Use class time to complete work that is not done at home.</li> <li>20. Use class time to complete work that is not done at home.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. Showing evidence of your organisation, study calendar and prioritising of work.</li> <li>2. Showing evidence of implementing some of the effective study habits.</li> <li>3. Successfully using ICT to study and complete work independently &amp; without being distracted.</li> <li>4. Your study strategies are effective.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>
	<b>STEP 3: REVIEWING YOUR USE OF ICT</b> <ul style="list-style-type: none"> <li>• Create a folder for each subject.</li> <li>• Create sub-folders for different units in the subject.</li> <li>• Create the same system on One Drive.</li> <li>• Open your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>One Drive and Outlook</b> <ul style="list-style-type: none"> <li>• Open your One Drive account by going through Office 365.</li> <li>• Organise your One Drive account by going through Office 365.</li> <li>• Create a folder to organise, colour code the folders in your subject.</li> <li>• Copy files to organise, colour code the folders in your subject.</li> <li>• Close your One Drive account by going through Office 365.</li> </ul>	<b>Success criteria:</b> <ul style="list-style-type: none"> <li>1. This system is organised and One Drive is effectively used.</li> <li>2. You can create folders on your calendar.</li> <li>3. You can successfully colour code work on the Plan for assessment.</li> </ul>