

# STUDY PERIOD FOLDER FOR YEAR 11/12

## Instructions for supervising teacher:

1. There are a number of blank templates at the back of this folder. Take out enough sheets for the number of students for this study period.
2. As students enter the library, they need to either fill in the tasks they will try to complete that study period or else tell you and you fill it in on the sheet below. If a student says they have nothing to do (ie no homework, no assessments) then they should be working on study notes for one of their subjects, they can go get their notes and textbooks and start summarising.
3. If a certain student is not working well you may like to look through previous sheets to see how that student has worked in previous study periods. They may need to be separated so they are working on their own or working next to the teacher.
4. 10 minutes before the end of the lesson, go round to each student, tick or cross what they have completed and then rate their application by ticking in the final column. Tell them what you rated them and why.
5. Before you leave, please add these sheets to the top of the folder (ie most recent ones on top). If you have a highlighter, it would be great if you could highlight the student names so they stand out.
6. If you are running low on blank templates, could you please ask the library to photocopy some more.
7. If you notice that a student seems to be getting lots of 'unsatisfactory' rankings, could you please let their Year Coordinator know so they can discuss this with them.

Date: \_\_\_\_\_ Year Level: \_\_\_\_\_ Supervising Teacher's Name: \_\_\_\_\_

Tasks to be completed this study period:	Tick or cross if completed	Rate student's application
Name: .....		___ Worked well ___ Could be better ___ Unsatisfactory
Name: .....		___ Worked well ___ Could be better ___ Unsatisfactory
Name: .....		___ Worked well ___ Could be better ___ Unsatisfactory
Name: .....		___ Worked well ___ Could be better ___ Unsatisfactory
Name: .....		___ Worked well ___ Could be better ___ Unsatisfactory