

Step 4:

Managing Your Workload and Planning Your PoUs (Page 10)

Note: NO VIDEO or audio recording permitted. Photos ok but you can also view and print all the slides from this session at home.

1

Diary Term 2
Thursday, 15 April 2021 4:14 pm

Homework:

Subject	Description:	Due:
English	<input type="checkbox"/>	
Maths	<input type="checkbox"/>	
Science	<input type="checkbox"/>	
HSIE	<input type="checkbox"/>	
PDHPE	<input type="checkbox"/>	
JS	<input type="checkbox"/>	
Hebrew	<input type="checkbox"/>	
Tech	<input type="checkbox"/>	
Art / Music	<input type="checkbox"/>	

Reminders/meetings:

☐
☐
☐

Important term dates:

☆☆☆

PoU Due Dates:

Subject	Due:
English	<input type="checkbox"/>
Maths	<input type="checkbox"/>
Science	<input type="checkbox"/>
HSIE	<input type="checkbox"/>
PDHPE	<input type="checkbox"/>
JS	<input type="checkbox"/>
Hebrew	<input type="checkbox"/>
Tech	<input type="checkbox"/>
Art / Music	<input type="checkbox"/>

Weekly schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Activities:						
Time for HW:						
Priority tasks:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain to your parents how you are using OneNote to help you keep track of your schoolwork – is it working well for you? Which template style do you use? Do you check off all completed work and plan out your workload?

2

Big Picture Overview of the Term

3

Year 7 POU Schedule 2023				
This is a planning document only. Students should always consult their teachers and refer to POU Notifications and Edumate				
Year 7	Term 1	Term 2	Term 3	Term 4
1	Swimming Carnival			
2		Y7 Vacations Y7 SWLC	Science	Science
3	Y7/B CAMP	NSPLAN		
4				History
5	Science	Thurs 25 May close 2.50pm Fri 26 May closed Music		Music VisArts (culminating) Hebrew
6	Music	Enhanced Ed Seminar (Tues) VisArts (culminating) Maths Hebrew	Music Maths	Maths
7	Maths	Athletics Carnival (Wed) Geography Reports Due Y7	Science History Hebrew	Science Reports Due Y7
8	VisArts (culminating) Hebrew	Kings Day (Mon)	VisArts (culminating) PDHPE	English
9	Music PDHPE (Submission from class work) Geography (Submission from class work) English	Music Camp Technologies PDHPE	Fri 15 Sept Close 1.15pm English	Technologies PDHPE
	Science (Practical class task)			
10	Short week - Monday Tuesday only	English	Music Maths	

“POU dates are available on Edumate.

Students are provided with a formal notification a minimum of 2 weeks in advance of assessments with exact task details.

Tutors have access to a draft assessment schedule which they show students and from which they can plan using their OneNote diaries.”

4

Term 3				
1	M18 <i>Stall Day</i>	T19	W20	T21
2	M25	T26 <i>French test</i>	W27	T28
3	M1 August	T2	W3	T4 <i>Maths Comp</i> <i>FD Health Assign due</i>
4	M8	T9	W10 <i>Science Topic Test</i>	F11
5	M15	T16 <i>English Project Due</i> <i>DoT Assign Due</i>	W17	T18 <i>History Assign Due</i>
6	M22	T23	W24	T25
7	M29	T30	W31	T1 September

5

But how do you plan the work for PoUs?



6

Plan the steps for individual tasks



NOTE:

1. Everything will always take longer than you think it will.
2. Starting straight away (even doing a little bit) is always a good idea.

7

Assessment: The Ancient Mediterranean World

Due Date: Friday 17th June, 2021 Term 2 Week 8

Time: 5:00pm Google Classroom

Percentage Weighting: 25%

Outcomes to be assessed:

HT4.3 describes and assesses the motives and actions of past individuals and groups in the context of past societies

HT4.4 uses evidence from sources to support historical narratives and explanations

HT4.5 uses a range of historical terms and concepts when communicating an understanding of the past

Task Description

You will be submitting a research essay in response to the following question via Google Classroom:

Describe what daily life was like for members of THREE different social classes in Ancient Greece, Rome or Egypt. Use three sources to support your points.

- This response should be 750 words in length (+/- 10%)
- Your essay should use the following structure:
 - Introduction
 - Body paragraph (x3) - IDEE TEEL
 - Conclusion
- You must include a reference list of books, websites and videos that you have used to research this topic.

Use these

SHOW DRAFT This You should aim to be descriptive as possible when talking about a source. If you have used a virtual source, the reader should not need to look up or look at your source to know what you are talking about.

Use quotes and description (language) to help describe details.

Use RBT sources should be formatted

Be critical of each source you are using in writing. Is it useful, clear, reliable, authentic, etc (quote but don't include all of these elements for each source)

Reference list

- This needs to include every source and list that you have used in your research.
- A reference list should be organized alphabetically by author surname.

(author - Surname, initial, (Year of publication), (Name of book), (Publisher or website), (page reference or date accessed if it is a website)

Example of a book in article

(Owen, T. (2002). How to produce a historical reference. NCEC Online Campus Publishing, pp 200-205)

Example of a website

(Owen, T. (2002). How to produce a historical reference. www.ncec.org.au/pubs/ht4/ht4_0200.htm, accessed on 14/06/2021)

Format notes

All text must be double-spaced (except for the title page)

Use 12pt font

Use a standard font (e.g. Arial, Calibri, etc.)

Use a standard font size (e.g. 12pt)

Use a standard font color (e.g. black)

Use a standard font style (e.g. normal)

Use a standard font size (e.g. 12pt)

Use a standard font color (e.g. black)

Use a standard font style (e.g. normal)

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Use a standard font style (e.g. normal)

Marking Criteria

Marking Criteria	Grade
<ul style="list-style-type: none"> Clearly and articulately explains the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome. Incorporates an excellent level of detail and relevant terminology Thoroughly integrates and interprets sources Writes clearly and accurately, addressing all the best conventions of essay writing including the TEEL paragraph structure Includes a resource list that uses a wide range of sources Clearly explains the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome Uses a broad level of detail and source (relevant terminology) Uses some sources throughout Writes clearly, addressing some of the best conventions of essay writing including TEEL paragraph structure Includes a resource list that uses a number of sources 	A
<ul style="list-style-type: none"> Briefly describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome (uses basic level of detail with some basic historical terminology) Attempts to use sources Attempts to write using some of the best conventions of essay writing including aspects of the TEEL paragraph structure Includes a basic resource list Makes a minimal (or various) attempt to describe the everyday lives of different groups during Ancient Egypt, Greece or Rome (limited detail and/or terminology) Limited use of sources Limited use of structure Limited or no resource list 	B
<ul style="list-style-type: none"> Briefly describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome (uses basic level of detail with some basic historical terminology) Attempts to use sources Attempts to write using some of the best conventions of essay writing including aspects of the TEEL paragraph structure Includes a basic resource list Makes a minimal (or various) attempt to describe the everyday lives of different groups during Ancient Egypt, Greece or Rome (limited detail and/or terminology) Limited use of sources Limited use of structure Limited or no resource list 	C
<ul style="list-style-type: none"> Briefly describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome (uses basic level of detail with some basic historical terminology) Attempts to use sources Attempts to write using some of the best conventions of essay writing including aspects of the TEEL paragraph structure Includes a basic resource list Makes a minimal (or various) attempt to describe the everyday lives of different groups during Ancient Egypt, Greece or Rome (limited detail and/or terminology) Limited use of sources Limited use of structure Limited or no resource list 	D
<ul style="list-style-type: none"> Briefly describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome (uses basic level of detail with some basic historical terminology) Attempts to use sources Attempts to write using some of the best conventions of essay writing including aspects of the TEEL paragraph structure Includes a basic resource list Makes a minimal (or various) attempt to describe the everyday lives of different groups during Ancient Egypt, Greece or Rome (limited detail and/or terminology) Limited use of sources Limited use of structure Limited or no resource list 	E

8

KEY POINTS (from Assessment Notifications)

ESSAY => due Fri 11th June 750 words

Describe daily life 3 social classes use 3 sources

Intro (10% word count)

Body - 3 TEEL Paragraphs

Conclusion (10% word count)

Reference List (Footnote)

Checklist:

- ☒ Choose timing and classes
- ☒ Research each class (keep reference list)
- ☒ Write paragraph on each using sources (Footnote)
- ☐ Write intro
- ☐ Write conclusion
- ☐ Check all references in reference list
- ☐ Edit and Proof
- ☐ Check word count
- ☐ Check against marking criteria

TEEL structure:

- T topic sentence
- E explanation
- E evidence
- L link

Sources:

- R refer to source
- E extract detail
- D draw conclusion

Capture the key points of the assessment notification in a single page.

9

Marking Criteria	Grade
<ul style="list-style-type: none"> Clearly and articulately explains the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome Incorporates an excellent level of detail and relevant terminology Thoroughly integrates and interrogates sources Writes clearly and succinctly, addressing all the text conventions of essay writing including the TEEL paragraph structure Includes a resource list that uses a wide range of sources 	A
<ul style="list-style-type: none"> Clearly explains the everyday lives of members of different social classes Ancient Egypt, Greece or Rome Uses high level of detail and relevant terminology Thoroughly integrates sources Writes clearly, addressing all the text conventions of essay writing including the TEEL paragraph structure Includes a resource list that uses a range of sources 	B
<ul style="list-style-type: none"> Somewhat describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome Uses a sound level of detail and some relevant terminology Uses some sources throughout Writes clearly, addressing some of the text conventions of essay writing including TEEL paragraph structure Includes a resource list that uses a number of sources 	C
<ul style="list-style-type: none"> Briefly describes the everyday lives of members of different social classes during Ancient Egypt, Greece or Rome Uses basic level of detail with some basic historical terminology Attempt to use sources Attempts to write using some of the text conventions of essay writing including aspects of the TEEL paragraph structure Includes a basic resource list 	D
<ul style="list-style-type: none"> Makes a minimal/ non serious attempt to describe the everyday lives of different groups during Ancient Egypt, Greece or Rome Limited detail and/or terminology Limited use of sources Limited use of structure Limited or no resource list 	E

10

TASK	DATE DUE
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Biology Test	3 rd May
Maths Assign	7 th May
History Project	11 th May
English Report	15 th May
French Test	18 th May

11

THIS WEEK:

Biology Test	3/5	Finish notes, do end chp test
Maths Assign	7/5	Make flashcards for formulas
History Project	11/5	Do at least an hr of research
English Report	16/5	Brainstorm ideas for 1 st draft
French Test	18/5	None

12

THIS WEEK:

Biology Test	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 st draft	THURS
French Test	18/5	None	

13

THIS WEEK:

Biology Test	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 st draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

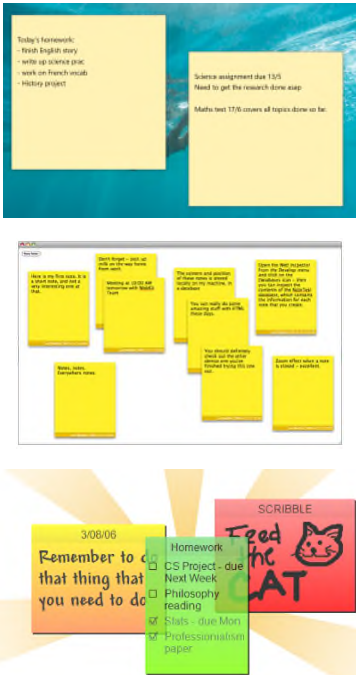
14

THIS WEEK:


Biology	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 st draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

At the end of the week, reassess make a new plan for the weekend. Then plan the next week. Then the next weekend....

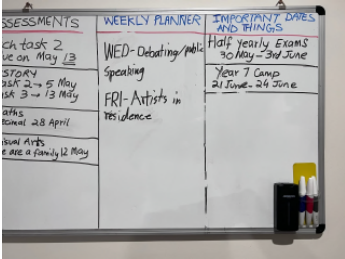
15



Sticky notes, countdown apps etc, are good for reminders, not as good for overall planning.



However white boards are great for planning.



16

How can parents help?

- When you have an assignment, spend some time with your parents brainstorming the steps for the task and allocating these in your planner AND go through the assessment notification.



17

How can parents help?

- When you have an assignment, spend some time with your parents brainstorming it into pieces and allocating these in your planner AND go through the assessment notification.

NOTE: Parents you can help
AS MUCH AS YOU LIKE with planning
– but please don't do the students' assessments, it needs to be THEIR work
– not YOURS. **You can discuss and guide and support**, but don't tell and do. Let them try, fail, become resilient and learn from their mistakes. If you over-help you will create big issues in the senior years.

me looking at the F my kid got for the math homework I solved



18

PS2



STEP 4 TO DO TOGETHER:

PAGE 9 – Tick your answers

PAGE 10 – Action Plan: What do you want to do, change or remember from this section?

- Eg:
 - I will brainstorm all the steps for my assignments and put a plan in my planner.
 - I will keep track of the learning I have done by highlighting/crossing out and moving unfinished work to the next day.
 - I will make up a timetable of when I can allocate specific times to schoolwork.
 - I will draw up / print out a term planner so I can see at a glance when the heavy weeks are.
- **FINISHED?** Well done, we are almost finished this session too! Have a stretch so you can focus for the last few minutes to find out how to access Step 5 (How to Study for a Test) and all of the slides and resources.

- Text questions to Dr Salter on 0416 293 087

1.5 minute timer for this activity:

