

Homework in Outlook?

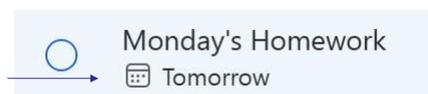
Flag  homework related emails so that you can click on your task list  when you get home that day or just so they stand out.

Create a task  Add a task for that piece of homework.

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Here is a simple approach:

Each day create a single task with due date tomorrow where you keep adding homework as you get it to the notes.



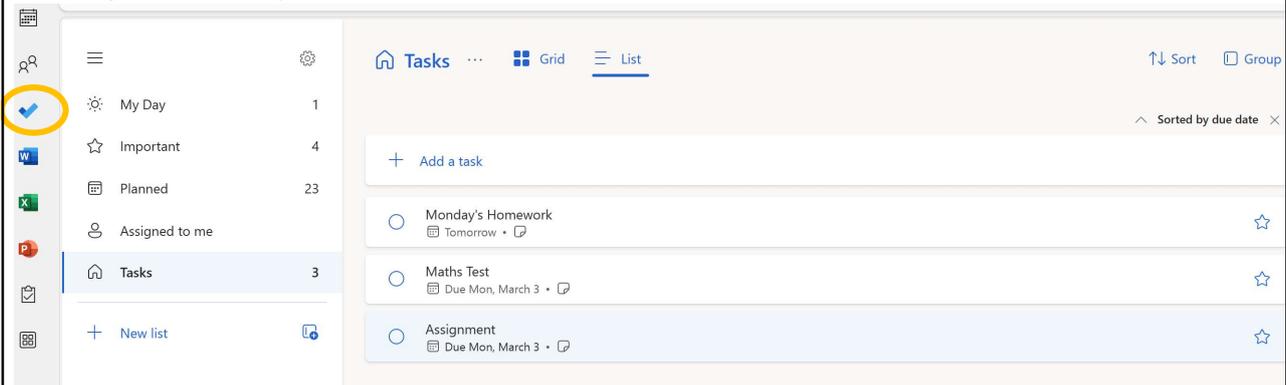
Science - read paragraph
Maths - do exercise 6.3
French - learn colours vocab
History - watch video

You can then write DONE next to each piece in the NOTES then mark it as  Completed . If not completed, it will show up as not completed along with the new day's homework, so when you do it the next day then you mark it complete.

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Assignment and Test Planning in Outlook

Each afternoon, check your tasks  and use LIST view sorted by DUE DATE. That way both homework and all other tests and assignments you need to work on will show.

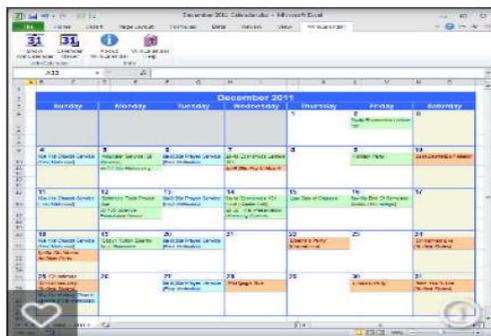


Each day, work down your list of tasks and if you complete parts of the task write DONE in notes.

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Hands up if you are also using an online planner such as outlook?

Outlook Calendars



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OUTLOOK:

The screenshot shows the Outlook 'Tasks' interface. The main pane displays a list of tasks: 'Maths Test' (due Mon, March 3) and 'Assignment' (due Mon, March 3). The right-hand pane is open for the 'Maths Test' task, showing options like 'Add step', 'Add to My Day', and 'Remind me'. Below these options, a list of steps is displayed: 'Finish study notes', 'Do chapter review', 'Learn formula', 'Practise the questions in text', and 'Do last years test'. Both the task name 'Maths Test' and the list of steps are circled in yellow.

Tasks ... Grid List Sort Group

Sorted by due date

+ Add a task

Maths Test Due Mon, March 3

Assignment Due Mon, March 3

Completed 1

Maths Test

+ Add step

Add to My Day

Remind me

Due Mon, March 3

- Finish study notes
- Do chapter review
- Learn formula
- Practise the questions in text
- Do last years test

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OUTLOOK:

The screenshot shows the Outlook 'Tasks' interface. The main pane displays a list of tasks: 'Maths Test' (due Mon, March 3) and 'Assignment' (due Mon, March 3). The right-hand pane is open for the 'Assignment' task, showing options like 'Add step', 'Add to My Day', and 'Remind me'. Below these options, a list of steps is displayed: 'Do research, collect ideas', 'Organise the information', 'Do 1st section', 'Do 2nd section', 'Put in pictures', and 'Finalise presentation'. Both the task name 'Assignment' and the list of steps are circled in yellow.

Tasks ... Grid List Sort Group

Sorted by due date

+ Add a task

Maths Test Due Mon, March 3

Assignment Due Mon, March 3

Completed 1

Assignment

+ Add step

Add to My Day

Remind me

Due Mon, March 3

- Do research, collect ideas
- Organise the information
- Do 1st section
- Do 2nd section
- Put in pictures
- Finalise presentation

Updated an hour ago

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Year 7 Assessment Overview 2026

For live updates to this schedule and to view task details and results, parents can [view Edumate instructions here](#).

This year we have allocated 'Test Weeks' in Term 2 and 4 for all students in Years 7-10. A timetable will be issued closer to the time which spreads the tasks over a few days and allocates study time during the school day for students.

Tasks in bold are completed by all students.

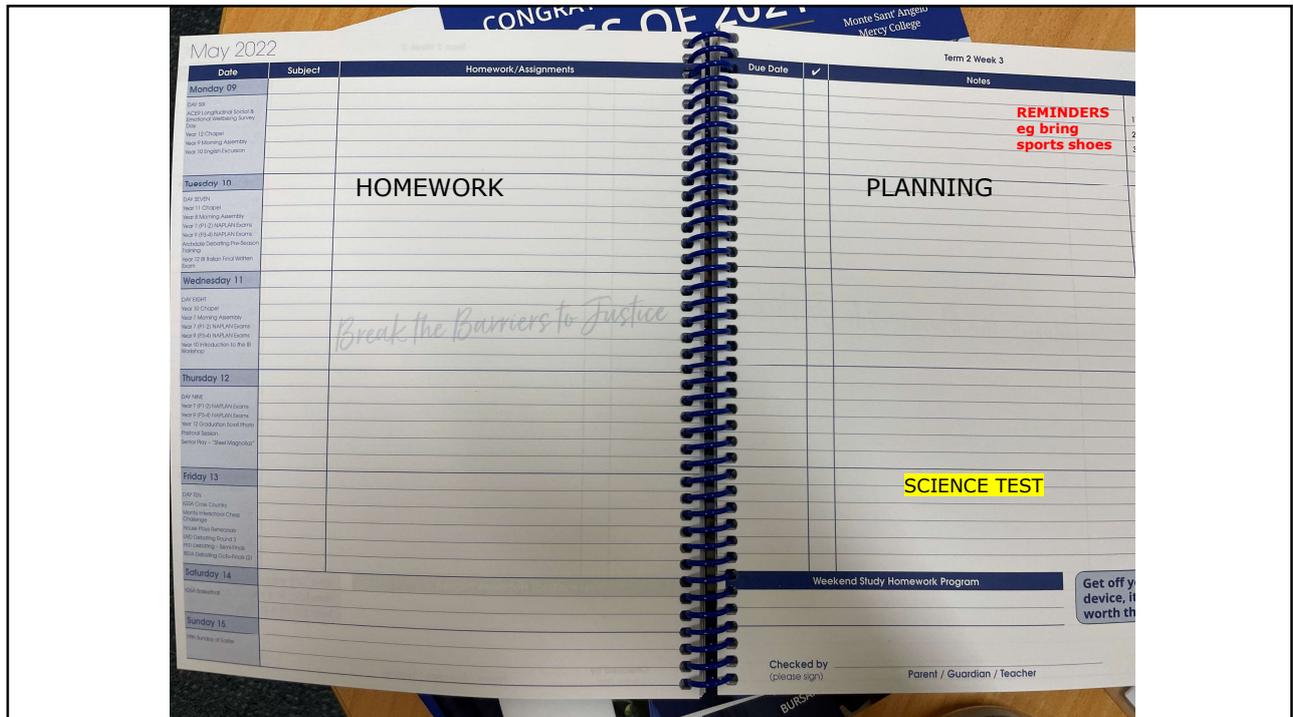
Term 1

Week	Mon	Tues	Wed	Thurs	Fri
Week 3 9-13/2					
Week 4 16-20/2					
Week 5 23-27/2					
Week 6 2-6/3	Visual Arts Technology	English			
Week 7 9-13/3 NAPLAN CAMP		Mathematics	Camp NAPLAN	Camp	Camp
Week 8 16-20/3 NAPLAN	NAPLAN	NAPLAN	NAPLAN		Science
Week 9 23-27/3	Religion			French	Music
Week 10 30/3-2/4	PDHPE Technology	German Indonesian	History Italian		

Put the assessment overview up on the wall (and note the date in the appropriate week in your planner).

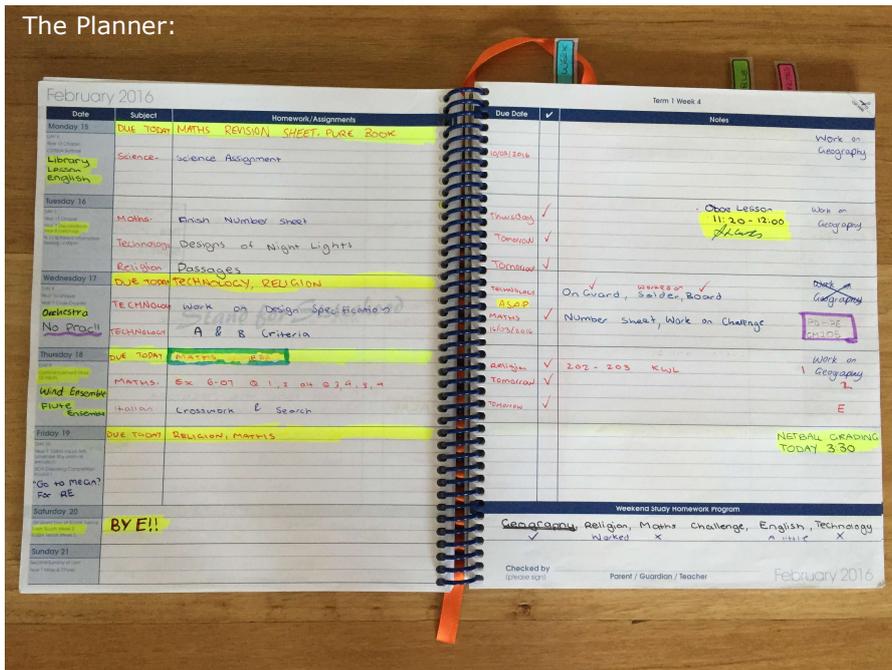
Emailed to students and in Monte – plus students can log into EDUMATE for their personal schedule.

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The Planner:



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Distractions on your MacBook? Visit Monte Self Service!

- Be Focused
- Flexible Timers
- HabitMinder
- Hocus Pocus
- Time Out



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Apple Screen Time



- **App Limits**
(a daily usage limit on apps)
- **Downtime**
(schedule timeslots where only certain apps available)

Parents can also use admin account to account to install programs such as **Cold Turkey** that can help with website control.



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All Year 7-10 students at Monte have a 'test week' in mid Term 2 and mid Term 4.

- **'Test Week'** means a cluster of 4 to 5 in-class tasks, each 40 minutes, spread across a few days. During these 2-3 days students will have no classes and will have supervised 50-minute study periods between tests. They will be in classrooms. They are not the longer exams in the hall – just smaller tests in class.
- **Yearly Exams** happen in Years 9 and 10. Exam Week is in T4 for Years 9-10. These exams are sat in the main hall, and with longer duration.

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