



***Enhanced Learning
Educational Services***
"the study skills specialist"

SENIOR SCHOOL SUCCESS



The last years of school can be challenging and demanding. An effective and efficient approach can ensure you also find these years rewarding and have lots of choice at the end of your schooling for your career or further education.

- You should read each point and **highlight the key phrases** in that point.
- Discuss with a friend or parent as you read through the handout.
- You may like to work through this over a number of sessions.



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Enhanced Learning Educational Services Profile

Our Organisation:

Enhanced Learning Educational Services (ELES) is the leading provider of study skills resources in Australia. Since 2001 over 500,000 students across Australia have benefited from our study skills worksheets and workbooks. An Australian business based in Sydney, our clients extend throughout Australia and to international schools overseas. We are committed to helping all students improve their ability to learn and study by providing study skills seminars and resources on the topics students need.

Our Mission:

To provide a worthwhile and effective service to teachers, students and parents, enhancing students' learning skills and abilities through dynamic programs, resources and strategies to unlock the power of the mind and enable greater success at school and in life.

Our Commitment:

As part of ELES' commitment to education, 5% of all gross income is donated to charities that help and assist children.

For further information about ELES or our products or contact details:

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1. SENIOR SCHOOL MINDSET

The most essential part of your transition to senior school is to ensure you move into a senior mindset as quickly as possible. *Tick which of the following mindset aspects you have already achieved.*

- POSITIVE ATTITUDE:** A positive attitude means that you approach your senior studies with a willingness to learn and the belief that you can succeed if you put the time and effort in. You don't waste time complaining or whinging, instead you accept the demands of the senior years and make the decision to make the most of the last years of school.
- GROWTH MINDSET:** A growth mindset means that you believe you have the potential to improve, that intelligence is not fixed and you are able to change. This means that you look for solutions rather than dwelling on problems, and you see failure as an opportunity to learn from your mistakes.
- ACCEPT RESPONSIBILITY:** Part of being a senior student is accepting responsibility for your studies. You are no longer working for your teachers or parents, you are now working for yourself and for your future. You are the one who will be affected by how hard (or how little) you work. You accept that you are now responsible for your own success.
- MOTIVATION:** Once you have accepted that your success is your own responsibility, you look for ways to get yourself motivated to put in the effort needed to achieve academically. You search for reasons to do your work rather than reasons not to do your work. You search for ways and means to keep yourself motivated and on track in the last years of school.
- GOALS:** Part of staying motivated is setting yourself goals. You set goals for what you might be interested in doing after school, goals for what you'd like to achieve in your subjects and goals for how much work you want to complete each day. You translate goals into specific actions you need to take by certain dates and times.
- BALANCE:** Even though you are aiming to reach your personal academic best at school, you keep a balanced mindset, realising that there are always many different paths to where you want to go in life. Getting certain marks might make it easier, but you don't get overly stressed as you realise the aim is just to walk away at the end of school knowing that you did the best you could. You understand that if you are not able to do your first choice for after school that if you are dedicated enough you will find a way to forge the career you are interested in.
- BIG PICTURE:** You are able to see the big picture – that the final years of school are not just about marks, it is also about learning how to learn, how to manage your time, how to work under pressure, how to think critically and analyse, how to problem solve...just to name a few.



a. What things could you do or try to move closer to a senior school mindset so that you can implement the strategies in this guide?

2. AT SCHOOL

In the Classroom

Consider your behaviour in the classroom. A responsible senior student:

- Listens attentively to what is happening in the classroom.
- Stays on task and completes the work allocated for the lesson.
- Doesn't talk at inappropriate times or disturb others' learning.
- Participates in discussions sharing ideas and being involved.
- Helps and supports other students in the classroom.
- Asks questions about anything they don't understand.
- Focuses on trying to absorb as much as possible from the lesson.



Outside of the Classroom

Consider your behaviour outside of the classroom. A responsible senior student:

- Is on time for school and for classes.
- Misses as few lessons as possible and chases up any work they do miss.
- Builds a positive relationship with teachers by being sensible and respectful at all times.
- Uses lunchtime or before school to get things done if they are swamped.
- Makes appointments to see teachers outside of class if they need help.
- Uses any study or free periods to complete work rather than to just socialise.

DISCUSS

*b. What could you do to improve your focus in the classroom?
Are there particular subjects that you need to focus on?*

3. AT HOME

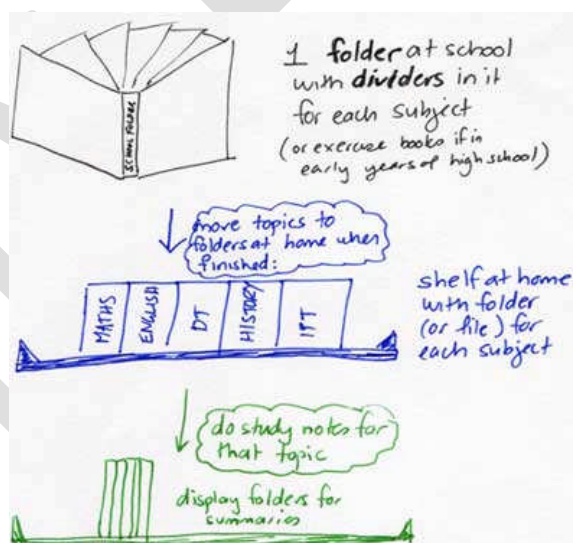
In order to work effectively at home as a senior student you need to have a number of different areas under control.

Your Working Space

- It is important to have a well-set up space to work in that allows you to stay focused and have everything you need to hand.
- Ensure you have enough light, fresh air, a supportive chair and space to spread out your work.

Organisation of Resources

- Senior students need a system to file away all the papers and returned assessments from school. You may like to use filing cabinets, or folders or a shelving system.
- As a senior student you will also receive digital resources, so ensure your computer is organised with a clear folder structure and easy to locate files with descriptive file names.



Afternoon Routine

One way to be more effective at home is to have a process or routine you follow every day when you come home from school. For example, one afternoon routine could be as follows:

- PLAN:** Unpack your bag and lay out the work for the evening. Decide how much time you will spend on schoolwork that night and make a plan of what you want to get done.
- BREAK:** Have a break or a snack. Set an alarm on your phone of when you will start work.
- HOMEWORK:** Complete all homework as first priority (and review the work from the day).
- ASSESSMENTS:** Next work on any assessments or assignments that are coming up.
- INDEPENDENT LEARNING:** The rest of the time allocated to schoolwork is spent on doing independent learning such as making study notes or going over work you find difficult. In the senior years you have to study as you go throughout the year, not just before exams.

DISCUSS

c. What can you do to improve the space where you work, the organisation of your resources for school and the implementation of an afternoon routine?

4. TIME MANAGEMENT

As a senior student there are a number of important aspects of time management that need to be mastered.

Time Spent on Work

One of the hardest things for many senior students to accept is that in the senior years it is not a matter of just doing the things the teacher says as quickly as possible. Instead students need to commit to completing a certain amount of work each day, usually around 2-3 hours, and doing more than just the set school work. Many students are in denial, thinking they can do the bare minimum and get away with it. But the reality of the workload of a senior student is that a higher level of commitment is needed.



d. How much time do you spend on schoolwork? Do you think it is enough? How does it compare to other students that you know?

Working Effectively

It is important that this 2-3 hours of schoolwork is 2-3 hours of actual work, not shuffling papers, staring into space or playing with your phone. So here are some key things to remember:

- Most people work better in 30-40 minute blocks with a break before starting again.
- Some people find getting up early to do work before school can be very productive.
- If you are really busy with lots of activities you will need to make a study timetable to allocate your work into your available time.
- It is a good idea to remove all distractions when you are doing your block of schoolwork.
- Having set times to work makes it easier to stop procrastinating.
- Set yourself goals of what work you want to complete in what order and how long you will spend on each piece of work. Do this before you start.



e. How effectively do you work at home? What are the main issues you face in being efficient? What could you try to make better use of the time you have?