

Shire Oak Academy Sixth Form Handbook

Your guide to study!



ASPIRE

Having high expectations

A positive attitude is a key element to success. If you believe that you will succeed, you are far more likely to achieve your potential. Believing you are going to fail can create anxiety and stress. Stay positive, and try and remember your end goal:- what is it you want to achieve? Why have you chosen your courses?



Setting Goals





Your goals can be as simple as your final grades at the end of your A Level/BTEC courses. If you are interested in the subjects you are studying, it is more likely that you will put in the hours of study required. Try to link what you're learning to your own life-this may help to put it into context.



Careers

Having a career goal and ambition will help to motivate you through sixth form. We can support you in finding and reaching your career goal:

- Set up your profile on www.unifrog.org and start searching for university courses/apprenticeships
- In Year 12, you will do a week's work experience; try to choose a placement that is relevant to what you want to do, or will utilise and develop your skills set
- Chat to the sixth form team about careers

Rewards



Give yourself regular breaks when working or revising. Rewards provide a break and incentive to work hard; for example, an hour off to watch your favourite TV programme. Celebrate finishing any major assignments, modules or exams.



Track your progress

Keep a record of all of the results you receive from tests, homework and assignments. You'll be able to track your progress early, as areas you might be less confident in will be highlighted, and those that you are doing well in will hopefully give you that vital confidence boost.

Getting feedback from assignments and tests is also very useful to help you make improvements. Make sure you understand any comments given to you, and decide what the best course of action to take in response to the feedback.



Time Management

Organising your time effectively is crucial to successful study. You need to establish a routine that works for you, but be flexible, as circumstances can change.

- Try to get an idea of what the course will involve, including deadlines.
- Try to get a timetable organised, filling in when you will be studying, what you will be working on, breaks, and finishing.
- Set up a diary on your phone-note down deadlines, homework tasks, exams. Note key dates, such as UCAS dates, work experiences or trips.
- Try to go over your work at the end of a unit, making sure you understand the content covered
- For every hour you are in a subject, you need to be doing another hour outside of timetabled lessons.
- If you have a task that you are not happy about doing, get it done as soon as you can. Break up large tasks into smaller, manageable pieces. Don't leave the difficult tasks to the last minute.



Studying

Have a suitable workspace-it should have good lighting, everything you need to get started, and be comfortable.

Make sure you keep hydrated, and avoid working on an empty stomach.

Working for hours on end is not productive. It is important to schedule regular breaks; move away from your workspace and allow yourself to rest.

Avoid Procrastination; minimise distractions, they can affect your ability to stay on task. Keep things that you need to study around you.

Work at reasonable hours during the day, when you feel most active.


Write to-do lists. Prioritise your workload-look at dates, how big the work is, etc.

- Work actively (write notes, talk aloud, test yourself, etc.)
- Try and complete all tasks.
- Set small deadlines at different stages in your task. This will help you to gauge whether you are on task to finish before the actual deadline.
- Try not to set too much work for a day-things may not get done. If this is the case, you may need to reconsider your to-do list.
- Be clear about what you need to do to complete tasks successfully.

Assignments

Know what it is you've been asked to do. If you are unsure, talk to your teachers or email them. If you feel that you may miss the deadline, you must inform your teacher as soon as possible.

- Once you know what it is you need to do, then decide how you're going to get started.

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- Plan what you're going to write about
 - Start collating any information needed
 - Do drafts of your assignment

Revising

- Organise a timetable, which includes all exam dates. Include breaks, time allocated to jobs or clubs, and when you plan to eat/stop revising.
- Use resources: highlighters, pens, revision cards, paper and folders. Be organised and use folders for your notes/revision.
- Find out which exam boards your exams are with, and use their websites to find out any key information, e.g. Specifications, mark schemes, past papers, etc.
- Bookmark useful revision websites and videos, and get revision guides for each subject.
- Plan what topics and sub-topics you will be covering-you can always ask your teacher to help with this if you are not sure.
- Establish which areas you feel more confident with, and those that you feel need more attention.
- Think about how you're going to actively revise; reading notes and condensing into flashcards, mind-mapping, creating rhymes, teaching it to others, etc. .
- Do past papers-practise these in timed conditions, and get used to exam conditions.
- Keep going over work throughout the year.

Support and Wellbeing

Sixth form can be very challenging, and you will notice a big increase in your workload. You need to establish a routine that works for you, but most importantly, you need to look after yourself. Speak to your subject staff or the sixth form team if you have any concerns or if you need some advice.

- Good sleep routines
- Healthy diet
- Regular exercise (which can be going for regular walks)



Useful websites:

www.mind.org.uk

www.studentminds.org.uk

www.time-to-change.org.uk

