Organisation

Year 7
Information Sheet
Week 3

Friday 24th September

Penwortham Girls' High School

Introduction:

We often find that one of the most difficult skills for our Year 7 students to acquire is the ability to organise themselves. At primary school, lessons are often in one classroom and the girls have all their books in their tray. Here at secondary school, students usually need to make their way to five different lessons, in five different rooms, with the correct books and equipment! It is therefore understandable that for some of our students, this can take a little while to get used to! In this information sheet, we hope to provide you with some tips to help you support your daughter in developing her organisation skills during her first few weeks.

Class Charts:

Class Charts is a useful website which can be accessed from a PC, tablet or smartphone that teachers use to record achievements, homework tasks and behaviours for their classes. They can attach links to websites, link resources for homework or extended learning tasks.
You should have already received an A4 sheet with a PIN for your daughter to use when she initially logs on and a parental code which will also allow you, as parents, access to the site so that you can provide your daughter with useful reminders when there is homework to complete.

If you ever have a problem with your Class Charts logins, please contact Miss Mooney in the school office who will be able to help.

Ready for Anything:

This is a list of items that we expect pupils who are 'Ready for Anything' to have in school with them each day:

- Black, blue, red and green pens;
- Pencil, sharpener, rubber;
- Ruler, small pair of scissors, glue stick;
- Pencil crayons;
- A whiteboard pen;
- A Maths set (protractor, set square & compass);
- Calculator (Casio FX83GTX-S)

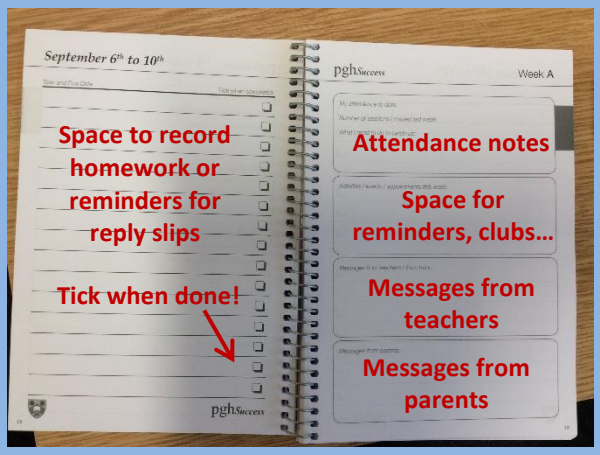
The School Planner:

This is one of the most crucial tools your daughter has been given to help with her organisation and is one of the main forms of communication between home and school. It should have her timetable copied/stuck neatly inside and it should be taken to every lesson each day. The school planner has space for girls to record a short note about their lesson. This could be a homework outline, a key definition / list of important words, an equipment reminder or the date of an upcoming important event.

The Timetable:

Here at Penwortham Girls', we usually have a two-week timetable with slight differences between Week A and Week B. You can tell which week it is by looking in the top right-hand corner of each week-to-view page.
Some girls choose to colour coordinate each lesson in their timetable, using the colour of the book they use in that lesson or with their own unique colour-coding system. **TOP TIP: Ask your daughter to talk through the next day, using her planner the night before and double-check that she has the correct books and equipment in her bag.**

The Week-to-View Pages:



We expect students to have their planners checked by their parents each week. In Year 7, tutors will usually check these on a Tuesday morning.
We also expect students to use their planners each lesson to record their homework despite having 'Class Charts'. This is because the ability to use a diary and organise oneself is a vital life skill. The planner must be kept neat and tidy and free from doodles.

If students lose or deface their planner, they will be expected to pay £5 to replace it.