



Vyners School

Striving for  
Excellence



# Organisation and Time Management

*Top 3 Organisation tips we  
feel all year 8 students  
should try to engage with*

# #1. Organisation

***Reflection question:***

*Is your child organised?*

*Do they have all their equipment?*

*Think about their bedrooms, school work & day to day lives ...*

# #1 Organisation

- **Neat v Messy** - does your child know the difference? It sounds simple, but some individuals may not be able to distinguish between the two.
- **Designated places** - work with your child to create a designated place for items i.e. school supplies or sports equipment. Try to encourage your child to continue to designate items in the correct locations.
- **Start with a clean space** - decades of research show that our brains perform better in clean, uncluttered spaces. Teach your child to start each work session by tidying their workspace.
- **Prep the night before** - 'end of the day' routine. Encourage your child to prep all the tools and materials they will need for the next day the night before.
- **OHIO Rule** - 'Only handle it once' - teach your child to initiate and complete tasks as soon as they encounter them, rather than putting them aside or coming back to the same task many times - this gives them a powerful tool to prompt success.

**Encourage them to TALK!**

# #1 Organisation

- Every Thursday Students have **equipment checks** in tutorial time.

Students must have:

- Pencil case
- Black or blue pen AND 1 spare at least
- a sharpened pencil (rubber as well)
- a ruler
- a glue stick
- a highlighter
- a calculator (maths)
- reading book (for DEAR and silent reading)
- Standards card

Please check with your child if they require any additional equipment, if used up/lost.

Consequences for lack of equipment are issued and if persistent, C3's will be issued.

Ensure to engage with Edulink to monitor consequences too.

# #2. Home Learning

***Reflection question:***

*Does your child complete home learning?*

*Think about consequences, when/where they complete it. Do they engage with you?*

## #2 Home Learning

- Homework and other independent studies are an important part of school life, contributing to **student progress and attainment**. It is a key role in extending knowledge and understanding that is developed in school. It also provides opportunities for students to **consolidate and extend** their learning.
- It enables students to further develop a core skills such as **personal organisation, time management and working to deadlines**, which is needed in all form of work.
- Homework also provides opportunities for parents and carers, students and school to work in partnership, actively involving parents or carers in their child's learning wherever possible.

# #2 Home Learning

## Amount of Home learning per week - Years 7&8

- English once a week. *(Complete 2 x Lessons including any pre or post tests of their Bedrock Vocabulary)*
- Maths once a week. *(Complete x 1 Sparx. Teacher tells students when homework is set and due. Can ask for help if they need anytime during the week).*
- Science three times over a fortnight. *(A homework sheet per topic (comprises past exam questions), A comprehension literacy task per half term and Seneca Learning is used as a revision to prepare for the end of topic test or end of term assessment.)*
- All other subjects will set home learning once a week but can choose to not set any at all if it doesn't support the curriculum.

They should spend 30 minutes on every piece of home learning. If your child has spent 30 minutes on it, they may stop show you and you can sign where they got up to, to confirm they have spent the correct amount of time on it.

# #2 Home Learning

What happens if students do not do their home learning?

- If a child **misses a Home Learning deadline** which has been clearly stated on google classroom, then they will sit a **department detention**. This will be set at a time which is convenient for the teacher. If the child **fails to attend** the department detention, they will receive a **C3 detention**.
- They are also **expected** to produce their Home Learning within 2 days of the original deadline.
- If the Home Learning is not completed for a **second time** then they will receive a **C3 detention**.
- **Persistent non completion of Home Learning** will result in an academic report to ensure their work is done on time, every time. Students who receive **5 no homework consequences in a term = Compulsory Homework Club**. This runs Monday-Thursday in LRC/Learning Support, 3-4pm.

# Using Edulink to view Homework

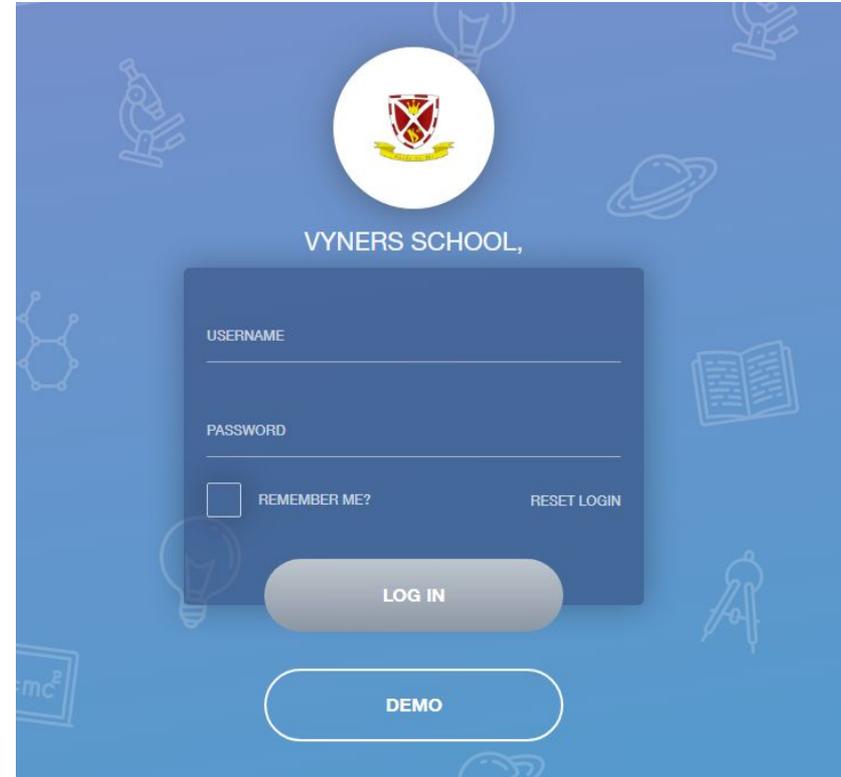


Log in to Edulink using your username and password.

<https://edulinkone.com/#!/login?code=vyners>

If you do not know your Edulink details, click on "Reset Login" and enter your email address that the school has on record. This will then send you your details by email. Please check your Spam/Junk folder.

If you still have issues, please email [office@vynersschool.org.uk](mailto:office@vynersschool.org.uk)



VYNERS SCHOOL,

USERNAME

PASSWORD

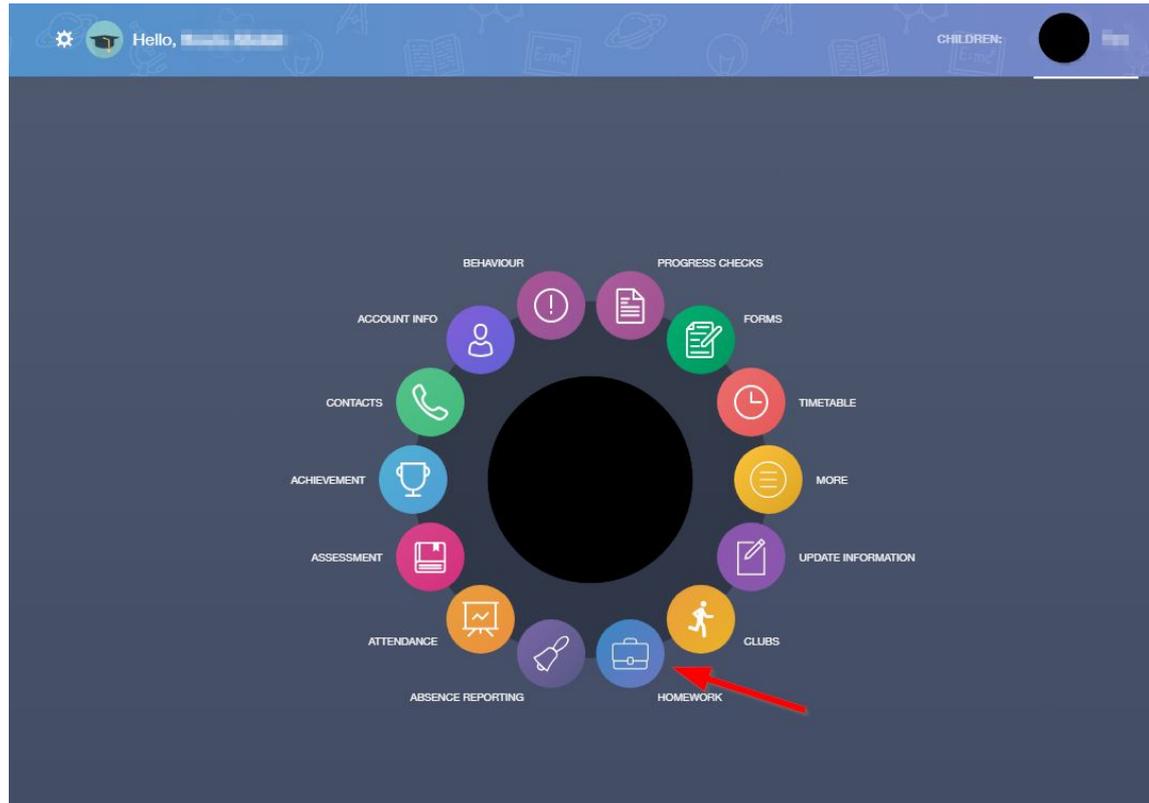
REMEMBER ME? [RESET LOGIN](#)

LOG IN

DEMO

Once logged in, click on the "Homework" button.

If you do not see the Homework button, click on the "More" button and it should be listed there.

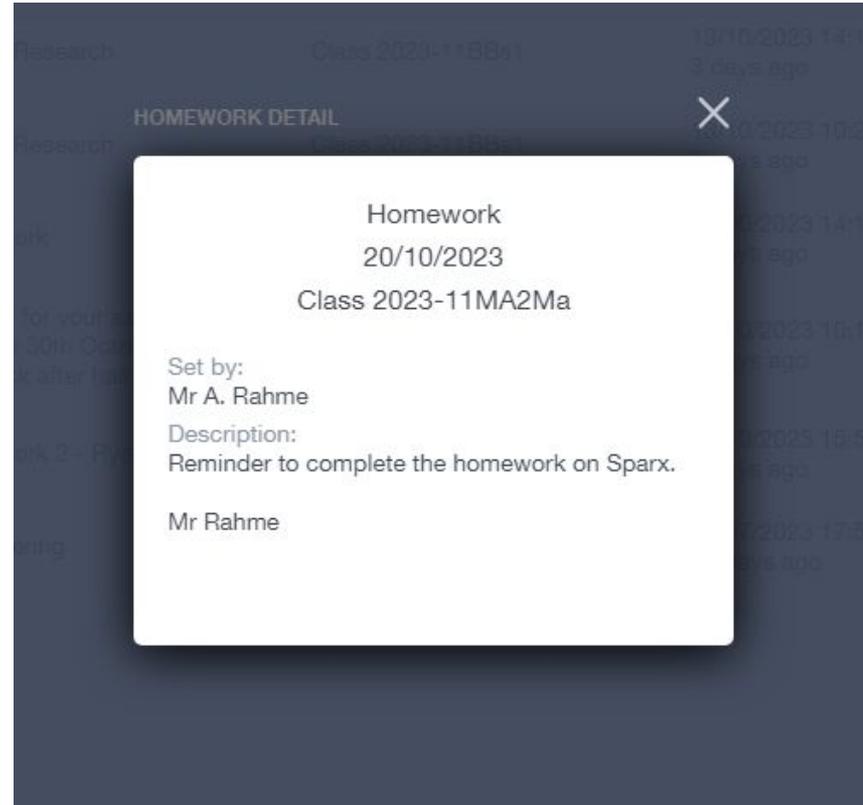


Here, you can see current homework which is set for a future deadline. You can switch between current and past homework in the top right hand corner by clicking "Current" or "Past".

The screenshot shows a user interface for managing homework. At the top right, there are two tabs: "CURRENT" and "PAST". Red arrows point to these tabs. Below the tabs is a table with the following columns: "Due Date", "Name", "Subject & Class", "Available", "Submission", and "Received". The table contains seven rows of homework assignments.

Due Date	Name	Subject & Class	Available	Submission	Received
In 3 days 19/10/2023	Home Learning	Class 2023-11EN2En	12/10/2023 11:46 4 days ago	Not submitted	
In 3 days 19/10/2023	Market Research	Class 2023-11BBs1	13/10/2023 14:17 3 days ago	Not submitted	
In 4 days 20/10/2023	Market Research	Class 2023-11BBs1	13/10/2023 10:20 3 days ago	Not submitted	
In 4 days 20/10/2023	Homework	Class 2023-11MA2Ma	13/10/2023 14:11 3 days ago	Not submitted	
In 14 days 30/10/2023	Prepare for your assessment on Monday 30th October P1 (first day back after half-term)	Class 2023-11AHi1	12/10/2023 10:19 4 days ago	Not submitted	
In 17 days 02/11/2023	Homework 2 - Rye House Plot	Class 2023-11AHi1	12/10/2023 15:55 4 days ago	Not submitted	
In 116 days 09/02/2024	Volunteering	Year 11 Prefects	15/07/2023 17:51 93 days ago	Not submitted	

You can click on any of the homework assignments listed to view more detail, such as which teacher set the homework and what the homework entails.



# #3. Time Management

***Reflection question:***

*Does your child have a routine?*

*Do they have a specific time to complete tasks  
eg. homework, chores, extra curricular?*

# #3 Time Management

1. **Advise your child to write down their schedule.** Your child's time can easily get taken up with video games or social media if not careful. Teach them to **schedule their day** so they can set aside time for chores, homework, and other responsibilities. Encourage them to schedule free time as well, so time doesn't pass without feeling like they've not done anything fun.
2. **Avoid nagging.** It can be tempting to nag or offer repeat reminders. But, telling them to do their homework or chores over and over again, reduces their responsibility. **Set rules about your expectations** and **follow through with consequences** when necessary.
3. **Encourage your child to develop routines.** Encourage your child to establish healthy habits, like doing homework at a specific time every day. Once they get into the routine of doing things in a certain order, they won't have to waste time thinking about when to do it and on what day.



# HOMework planner

- Homework to be completed 5.30-6.30pm
- Use this time to check google classroom and complete 30 minutes worth of homework minimum.

SUBJECT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Eng	Bedrock						
Maths					Hegarty		
Sci							
Geog							



# #3 Time Management

4. **Help your child prioritise activities.** It's common to have conflicts in their schedules. A football match, birthday party, and church activity may all coincide. Talk to your child about how to prioritise activities, based on their values and commitments.

5. **Model good time management habits.** If you're always running late or you miss a lot of deadlines, your child will follow suit. Practice managing your own time wisely and show your child that you can accomplish the most important tasks in any given day.

6. **Set limits on electronics.** Your child may waste countless hours on social media or playing video games if their not careful. Establish rules that help them to create healthy habits with their phone and other digital devices.



## Home Learning Club

- All home learning should be put up on google classroom. You should be able to access via edulink.
- Any questions about home learning - contact SUBJECT TEACHER.
- Space to work is VITAL. Table, quiet space.
- **Homework club will run Monday to Thursday 3 till 4pm in room 105.**
- **LRC is also open after school for homework.**





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**Thank you for listening if you would like to head to your next workshop.**

**Miss Hawes, Miss Macmanus and Mr Davey will be available throughout the evening for questions.**