



Where young men achieve

Independent Study Guidelines – 2013

Year 7 - 12



EDMUND RICE EDUCATION
AUSTRALIA

Respect & Commitment

<p>WHAT IS INDEPENDENT STUDY?</p> <p>Independent Study is work that is set to be done outside the timetabled curriculum which contains an element of independent study and an opportunity for students to be responsible for their own learning</p> <p>EXAMPLES OF INDEPENDENT STUDY :</p> <p>PRACTICE EXERCISES e.g. complete an activity to reinforce what is learnt in class aiming to increase understanding</p> <p>PREPARATORY EXERCISES e.g. reading, revising, researching background material before a lesson which improves individual participation</p> <p>EXTENSION ACTIVITIES: e.g. to research, investigate, design, make, explore something/ information independently which provides an opportunity to achieve a feeling of self-confidence and personal accomplishment</p>	<p>WHEN IS IT DONE/SET?</p> <p>DAILY Decided by the classroom teacher on a daily, weekly basis depending on the individual teacher’s requirements and students needs</p> <p>Daily Tasks may be published on the College Portal as homework</p> <p>PER TERM Decided by each faculty per term. Faculties submit homework/assignment/assessment tasks to Curriculum Coordinator who prepares College Assessment Timetable which is given to students. Term Tasks are published on the College Portal</p> <p>DAILY EXPECTATION:</p> <p>Year 7-8: 45-60 minutes a day Year 9-10: 60-90 minutes a day Year 11-12 2-3 hours a day (This does not mean that it needs to be completed in one sitting)</p>
<p>WHERE IS IT DONE?</p> <p>Most Independent Study is done at home in an environment that provides a suitable table, chair, lighting and quiet place.</p> <p>However, not all Independent Study is done at home. For some students who find it hard to work at home, or for some tasks which may require resources (software, books, equipment) that are available at school, it is necessary or best to carry out the task at school. The College provides homework help three mornings a week in the computer rooms, starting at 8 am. The library remains open until 4 pm Monday –Thursday.</p> <p>Senior students also have the opportunity to use study periods here at school to contribute to their daily independent study expectations.</p>	<p>WHO DOES IT?</p> <p>It is the <u>students</u> responsibility to:</p> <ul style="list-style-type: none"> ➤ Listen to homework instructions ➤ Record homework instructions in a diary or electronic calendar ➤ Record due dates for tasks and major assignments in their diaries ➤ Access the student portal on a regular basis to check for homework tasks ➤ Ensure the task is completed independently and handed in on time ➤ To attempt all work and give their best ➤ To inform the teacher of any difficulties ➤ Develop an effective individual study timetable ➤ Seek feedback from teachers on tasks prior to submission or due date ➤ Seek assistance from teachers, parents or caregivers when difficulties arise

WHY CARRY OUT INDEPENDENT STUDY?

Independent Study –

- Complements and reinforces classroom learning
- Foster good habits: self-discipline, concentration and study.
- Allows for the practicing, extending and consolidating of class work
- Trains students to plan and organise time
- Develops and extends core learning skills of inquiry and independent study
- Strengthens the partnership between home and school, providing insights into what is taught at school
- Provides feedback about what and how the students are learning and how their skills are progressing

ROLE OF:

TEACHERS:

- ❖ Clearly indicate the purpose of Independent Study
- ❖ Set deadlines and ensure they are met
- ❖ Mark and return work promptly
- ❖ Upload tasks to the College Portal
- ❖ Specify assessment and assignment expectations at the beginning of a unit of work
- ❖ Set challenging and meaningful tasks relevant to students' learning needs and intended outcomes of the unit of work being taught
- ❖ Give students enough time to complete tasks, taking into consideration home and extra-curricular activities
- ❖ Coordinate the allocation of homework by different faculties through the use of College Calendar
- ❖ Teach revision and study skills, provide help and support
- ❖ Teach information-gathering, analyzing and reporting skills
- ❖ Keep accurate records of homework set and submitted
- ❖ Defining and enforcing penalties for late submissions of assessable tasks
- ❖ Notify parents if homework is not submitted or is unsatisfactory or incomplete on a regular basis

PARENTS:

- ❖ Encouragement. Ensure your child manages and copes with the workload. Sit and talk to them about tasks
- ❖ Show an interest by asking questions about the task they are undertaking and check the College Portal
- ❖ Provide a table, chair and quiet place to work
- ❖ Negotiate a time suitable for your child to work as his free time is important too
- ❖ Check time spent on individual tasks
- ❖ Ensure extra-curricular organizations don't compromise your child's quality of work and put him under pressure

COLLEGE:

- ❖ Inform parents/caregivers of the College's Homework Policy via College Portal and Web Site.
- ❖ Integrate major assessment tasks within the College's Calendar
- ❖ Have Subject Coordinators, Year Coordinators and the Curriculum Coordinator monitor the Independent Study load of students

Time management tips

Strategies on using time:

- **Blocks of study time and breaks**

As your school term begins and your course schedule is set, develop and plan for, blocks of study time in a typical week. Blocks ideally are around 50 minutes, but perhaps you become restless after only 30 minutes? Some difficult material may require more frequent breaks. Shorten your study blocks if necessary-but don't forget to return to the task at hand! What you do during your break should give you an opportunity to have a snack, relax, or otherwise refresh or re-energize yourself. For example, place blocks of time when you are most productive: are you a morning person or a night owl?
- **Dedicated study spaces**

Determine a place free from distraction (no phone or text messaging) where you can maximize your concentration and be free of the distractions that friends or hobbies can bring! You should also have a back-up space that you can escape to, like the library, even a coffee shop where you can be anonymous. A change of venue may also bring extra resources.
- **Weekly reviews**

Weekly reviews and updates are also an important strategy. Each week, like a Sunday night, review your assignments, your notes, your calendar. Be mindful that as deadlines and exams approach, your weekly routine must adapt to them!
- **Prioritize your assignments**

When studying, get in the habit of beginning with the most difficult subject or task. You'll be fresh, and have more energy to take them on when you are at your best. For more difficult courses of study, try to be flexible: for example, build in reaction time when you can get feedback on assignments before they are due.
- **Achieve "stage one"--get something done**

The Chinese adage of the longest journey starting with a single step has a couple of meanings: First, you launch the project! Second, by starting, you may realize that there are some things you have not planned for in your process. Details of an assignment are not always evident until you begin the assignment.
- **Postpone unnecessary activities until the work is done**

Postpone tasks or routines that can be put off until your school work is finished! This can be the most difficult challenge of time management. As learners we always meet unexpected opportunities that look appealing, and then result in poor performance on a test, on a paper, or in preparation for a task. Distracting activities will be more enjoyable later without the pressure of the test, assignment, etc. hanging over your head. Think in terms of pride of accomplishment. Instead of saying "no" learn to say "later".
- **Identify resources to help you**

Are there tutors? An expert friend? Have you tried a keyword search on the Internet to get better explanations? Are there specialists in the library that can point you to resources? What about professionals and professional organisations. Using outside resources can save you time and energy, and solve problems.
- **Use your free time wisely**

Think of times when you can study "bits" as when walking, riding the bus, study periods etc. Perhaps you've got music to listen to for your course in music or a novel to read in English. If you are walking or bussing to school, when best to listen? Perhaps you are in a line waiting? Perfect for routine tasks like flash cards, or if you can concentrate, to read or review a chapter. The bottom line is to put your time to good use.
- **Review notes and readings just before class**

This may prompt a question or two about something you don't quite understand, to ask about in class, or after. It also demonstrates to your teacher that you are interested and have prepared.
- **Review lecture notes just after class**

Then review lecture material immediately after class.
The first 24 hours are critical. Forgetting is greatest within 24 hours without review!



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A CATHOLIC SCHOOL IN THE EDMUND RICE TRADITION

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AUSTRALIA

OUR CODE FOR LEARNING

**I respect learning
by valuing:**

Organisation

Cooperation

The right to learn

Participation

Independent study

Academic excellence

**I show commitment to
learning through:**

Being prepared and punctual

- Managing my time effectively
- Meeting my deadlines

Following instructions

- Working cooperatively with teachers and other students
- Helping others

Paying attention

- Not disturbing others
- Not being disrupted by others

Being actively involved

- Asking and answering questions
- Listening and completing assigned work

Developing an effective study routine

- Completing my homework
- Researching, reading and revising regularly

Doing my personal best

- Showing pride in my work
- Setting and trying to achieve goals