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**Summary**

**Getting your Teenager Sorted:**

Tips and tricks for supporting and developing your teenager’s planning and organisational skills at high school.



**Pastoral Care**

Belconnen High School’s pastoral care program is essential for all students. The key focus is to ensure that all students finish year 10 happy, healthy and well placed to enable them to take on any future endeavor.

Support and guidance is provided to students with help also available to any parent/carers should it be needed.

**Why planning skills are so important**

* + Important for mental health: sense of purpose, feeling of control
  + Life long skill

**Teenagers need support**

* + The teenage brain is in development
  + Teenager’s capacity to plan ahead still developing until early 20s
  + Good reference for understanding the teenage brain: “Whatever! The Science of Teens ” ABC Catalyst DVD at ABC shops: <http://shop.abc.net.au/products/whatever-the-science-of-teens>

**Useful new 2013 resources for BHS students (and their parents!):**

*The Get Sorted! Handbook*

A reference tool: A how to guide with ideas for time management, study tips and being organised.

Designed to be useful from years 7 to 12

A support to the BHS Planner

Has 4 Main Sections:

1. “Planning your work”

* Sense of purpose, planning, setting routines, the study space

1. “Working your Plan”

* Time management, motivation strategies,

1. “Homework Study and Learning Tips”

* Studying, learning, test tips

1. “Looking after yourself”

* Making choices, keeping healthy, relationships

*BHS Student Planner*

* First year of operation
* Customised for BHS
* Features: lightweight, inexpensive, customised and customisable, provided in house colours
* Benefit: tangible, physical item for easier focus on the concept, makes planning a normal activity, becomes part of school culture.
* Printable pages on BHS website in student toolbox
* Spare sleeves for notes and sheets
* Use supported in Pastoral Care lessons.
* Feedback welcome and necessary to keep it current and useful!

Sections:

**Essential Information pages**

* Title page, teacher list, timetable, calendar

**The “What” pages**: to list what’s on, and when due.

* Use the semester outlines on the website or notes home
* Options: test and assignment planning sheet, term wall planner

**The “Why” pages:** to give purpose and track progress

**The ‘”When?” pages:** to create a routine, spread out the work load

* options available: to do lists, week to a page diary page, assignment planning sheet.

**The “How”:**

* Planner worksheets eg. Goal setting worksheet, BHS iCentre guide,
* The Get Sorted! Handbook

*Maths on Line*

Each student has been provided with a userid and password. The Maths on line work will contribute to 20% of each student’s assessment in maths.

*The Study Skills Guide*

The Study Skills Guide is provided to all students and is a useful information tool to use when completing all forms of school work eg assignments and essays. It was developed and written by Belconnen High School teachers and is full of handy tips to assist students in preparing and compiling information.

**Discussion: Tips and tricks and skills needed for and from parents**

* Be aware of and familiar with resources available
* Encourage their use
* Support their use varying from high levels of support to minimal levels of support depending on age and skill,
* Perhaps keep expectations low, baring in mind teenage frontal lobe incapacity
* Be creative with strategies to avoid “multi-tasking” (no such thing for the human brain). NB. More errors and takes longer. P26 of The Get sorted! Handbook
* Experiment with learning styles: multisensory learning
* Utilise rewards
* Tackle things ahead of time and in small chunks
* Don’t forget the power of routine
* If your child has forgotten their Maths-on-line log in you can get it from the school.

**If you have a strategy that works for you, please share with our high school “village” on** [**bhspfg@gmail.com**](mailto:bhspfg@gmail.com)and **we’ll add them to the summary.**

**Tips and Tricks for and from parents**

**Adapted from 2012 Forum**

* Enjoy your children
* Work on co-operative relationships
* Maintain enthusiastic support: positive and upbeat
* Keep things fun
* Try communal study: parents and child: place and time
* Modelling behavior eg TV off, quiet time when concentrating
* Recruit older siblings: model good behaviors / help with tasks
* Good reference for understanding the teenage brain: “Whatever! The Science of Teens ” ABC Catalyst DVD at ABC shops: <http://shop.abc.net.au/products/whatever-the-science-of-teens>
* Maintain help with managing flow of work; teenager’s capacity to plan ahead still developing until early 20s
* Encourage focus of study/homework to be purposeful, well directed and with well spent effort
* Help structure homework time – set up routines, help plan
* Break tasks into chunks
* Use rewards: eg can play sport if homework is done
* Allow to experience success
* Unit outlines and semester outlines are on the BHS website – by semester. Should include due dates. If not check with teachers
* Homework does matter - it is assessable
* Motivation: finding the hook to get started
* Help with understanding the assignment questions
* Talk around the assignment: lots of discussion, model active questioning
* Refer to pages 6 of SSG
  + the Information literary process (Assignment Planning sheet)
* Look out for “draft requests” by teachers
* Multiple assignments not always a bad thing
* Supporting research skills is important, an especially important preparation for college
  + Students need to combine different sources.
* Internet resources:
  + Wikispaces: link on BHS home page
  + Khan academy
  + Encourage membership of public library for web searches and data bases