



FROM THE HEAD OF SENIOR SCHOOL

Time Management

I recently spoke with the students about how they use their time. Everyone has the same amount of time at their disposal each day, yet often we take for granted how quickly time passes. Recently, students in Years 8 and 10 completed their Mid Course Examinations and other year groups have been completing or preparing for upcoming assessment tasks. I challenged students about how they used their time in preparing for these tasks. Over the years, I have spoken with students in various year groups about how they use their time in the lead up to assessments while balancing outside commitments. It is interesting to hear how students spend their time outside of school balancing assessment commitments, family time, social engagements, sport/curricular and work commitments. Two challenges that have consistently stood out to me that regularly impact on a student's ability to use their time well has been:

- Their ability to manage their distractions, particularly their use of their smartphone
- Lack of regular use of a study planner to plan out their weekly and nightly schedules

The smartphone has been a great invention in so many ways but as I am sure all parents agree, it can be difficult at times managing their children's screen time at home. Students need to be able to self-regulate their use of their smartphone/devices in order to control the use of them rather than be controlled by them. 1 Corinthians 6:12 says:

'I have the right to do anything,' you say—but not everything is beneficial. 'I have the right to do anything'—but I will not be mastered by anything.'

In order to manage our time effectively, we can't be controlled or mastered by anything including smartphone use. For example, screen time can be used as a form of escapism from reality. It is very easy to quickly look something up online or scroll through social media or watch a few 'quick' YouTube videos and before you know it, three hours may have passed by and you have gone to bed hours later than anticipated. When this occurs and you finally put your device down, upon reflection, you have wasted precious time with nothing to show for it. Adults can do this as much children. How can you help your child at home? Here are some suggested strategies:

- When your child is studying, put their smartphones on aeroplane mode and place it on top of the fridge or somewhere you can see it. It can be used as a reward when they have completed some work.
- Children should hand their phones to you before going to bed. Remove the temptation for them to use it when they should be sleeping. Sleep is so important to teenagers to be able to function and learn well.
- Discuss internet use and cyber safety with your child so they understand why you are helping them to use their time wisely.
- Use parental control apps on devices or built in restrictions on the device if your child is really struggling to self-regulate the use of their time.
- Buy them a basic alarm clock for their bedroom so they don't need to use their phone for this function.
- Help them develop and use a Study Planner.

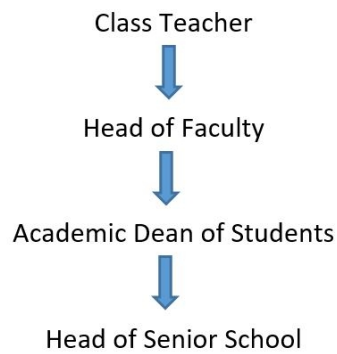
The sooner a student in Secondary School gets into a positive regular habit of study through using a study planner, it helps them and parents organise their time efficiently and balance all their commitments. Some ideas to help students and parents get started include:

- Placing the calendar or planner in the preferred study location so the child and parents can see it. Print off multiple copies if needed.
- Being flexible with the calendar so you can factor in unexpected situations that may arise. Some students like to block times for specific subjects whereas others like to block times as general study times and decide each day what is a priority.
- Study planners should aim to be consistent each day where possible, which will help create positive study habits.
- Creating a positive study environment that has minimal distractions or interruptions.
- Studying one subject/subtopic at a time using small chunks of time to maximise productivity. Take small break when changing topics or subjects
- Colour coded schedules are often easier to see and follow.

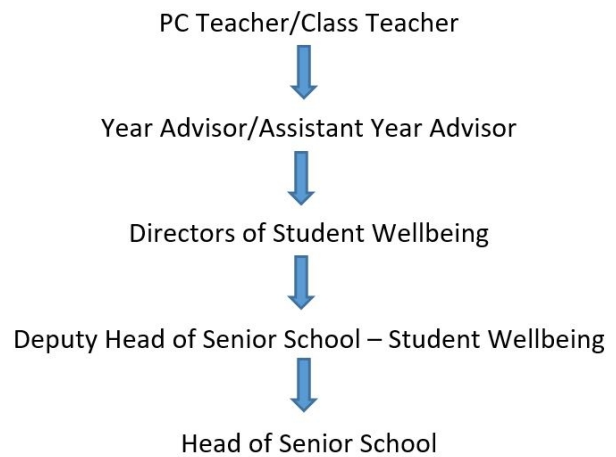
Lines of Communication

If you need to contact the College, we would encourage you to use the following lines of communication that will assist you in speaking with the right person to resolve any enquiry/concern you may have as quickly as possible.

Faculty/Subject enquiry/concern



Wellbeing/Pastoral enquiry/concern



I encourage parents to keep the College informed of anything that you feel may impact your child's performance or behaviour at the College so that we can support and assist them.

'Look carefully then how you walk, not as unwise but as wise, 16 making the best use of the time, because the days are evil. 17 Therefore do not be foolish, but understand what the will of the Lord is'. Ephesians 5:15-17

Hugh Renshaw

Acting Head of Senior School
