



HARROGATE  
GRAMMAR SCHOOL

EXCELLENCE FOR ALL

**SUPPORTING SUCCESS**  
**2019**

# Introduction

In this booklet we offer advice on the following:

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# Establishing a Productive Environment for Revision

## 1. Have a designated work space

Choose a space where you can work. Ideally this should be at a desk or table and free from distractions. If you have a space that is for revision it might make it easier to get into work mode and therefore be more productive. Things to consider might include lighting (not too dark, not too bright), having a comfy chair set up with your desk/table and making sure the room is the right temperature.

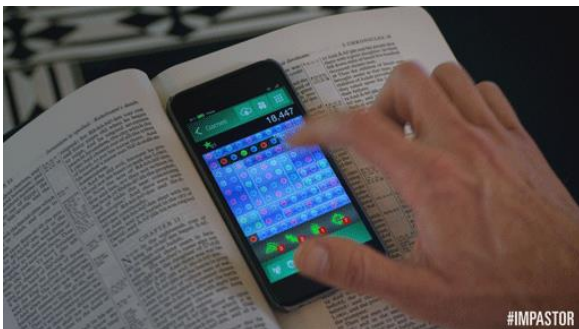


## 2. Keep it tidy

Is your bedroom clutter free or is it in need of a serious hoovering?! If it is the latter, it might become a distraction to revision. If you have a reason not to revise you probably won't. If your space is tidy you will be more likely to work there.

## 3. Breakfast

Eating well is not only important to our physical wellbeing but to our cognitive ability to. Breakfast is often said to be the most important meal but around 1/3 of young people are estimated to skip this meal. Research has shown that skipping breakfast reduces attention and the ability to recall information. By having a bowl of cereal, you can boost concentration and memory.



## 4. Put your phone away

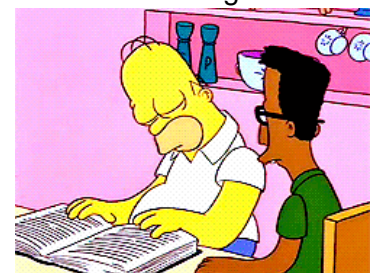
FOMO (the Fear of Missing Out) means that the phone can be a massive distraction when studying. Research in the US showed that students using their phones during study time get lower grades. Another study showed that even having sight of the phone reduced a student's ability to concentrate and focus. It might, therefore, be a good idea to have the phone out of sight during revision sessions. And it will make it a nice reward to come back to all those notifications when you are having a break!

## 5. Don't listen to music

Students who study in a quiet environment can recall more than those who revise while listening to music.

## 6. Sleep

Knowing when you need to rest and having a good routine for bedtime is really important. To help make your bedroom sleep friendly, limit screens in your bedroom, cut out caffeine and don't eat too much/too little before bed.



## 7. Avoid people who stress you out

Surround yourself with the people who make you feel calm, confident and positive. When it comes to school, the old maxim "you are the average of the five people you spend the most time with" seems to ring true. Positive comments directly affect how students feel about themselves. Before your exams try to stay clear of the people who are negative or cause you stress.

# How to Avoid Distraction and Procrastination

Procrastination is “the tendency to postpone what is necessary to reach a goal”. An example would be postponing revision before an exam.

## You are not alone!



- Many students find absolutely anything to distract them from doing revision for exams. Some might tidy their desk, look for new music, watch YouTube clips or check social media. It doesn't matter what it is, as long as it is a distraction.
- A recent study estimates that over 70% of students exhibit this behaviour.

## The exam effect



- Research also shows that the approach of exams and a fear of failure can lead to particularly high levels of procrastination.
- It has also been found that procrastinators tend to have much higher stress levels during exam periods.

## “But I work better under pressure”






- Sorry to burst this bubble but research has shown that the ‘adrenaline rush’ that people say they have when they leave things until the last minute is actually relief that the task is done.

## Is there any way out?



- If you feel that you are trapped in a cycle of procrastination it can seem impossible to break out. However, there are some simple top tips that, with commitment, can help you to beat procrastination and increase your productivity.

<b>Top Tip 1</b> 	<b>Top Tip 2</b> 	<b>Top Tip 3</b> 
<ul style="list-style-type: none"> <li>▪ Get rid of temptation. Define a space for ‘work’ and don’t mix that with where you ‘play’.</li> <li>▪ For example, if you work at a desk in your room, leave your room and go somewhere else when it is time to relax.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The same principle applies to your iPad. Once concentration has broken – by checking social media, for instance – it takes 15 minutes to get back to the ‘work’ state of mind.</li> <li>▪ Turn off all notifications and use settings to cut out potential distractions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work with restrictions. Make a mental contract with yourself to work for 30 minutes without interruption.</li> <li>▪ You’ll be amazed at how efficient you can be, knowing you only need to power through a short space of time before you can take a break.</li> </ul>

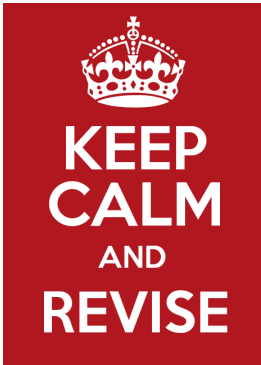
## Finally...



- Don’t be hard on yourself.
- A recent study has found that if you forgive yourself for procrastinating, chances are you will procrastinate less on the next task in hand.

# Planning Effective Revision

A good revision plan should be:



✓ **Realistic**

Everyone has good intentions but be careful not to set a plan you can't stick to. Nobody can do 12 hours of revision a day.

✓ **Varied**

A good plan breaks revision into chunks, slots could start with morning or afternoon, then be more detailed nearer the time.

✓ **Flexible**

Some topics you find difficult may take you longer than you planned. It's important that you adjust your plan accordingly. Remember do not spend too long on one thing. Much better to revisit later (this is called spacing).

How to get your revision plan right:

- Be **realistic** and plan time away from your work to avoid burn-out!
- For every written examination you are taking you need a **topic list**, so you can traffic light and prioritise what to spend 'revision' time working on.
- **Targeting** what to revise is essential.
- Make sure you study the **hardest subjects** first, and not at end of day when you are tired.
- Be **focused**: 30 minutes working followed by 10 minutes rest is a good starting point.
- **Planning** helps you to balance your time so that you don't spend all your time revising one subject (this is called blocking).
- If you **share** your revision plan with friends or family then you are more likely to stick to it – make a copy and stick it on the fridge where it can be seen.
- **Don't worry** about other students' revision plans, everyone does it differently!

For each subject, make a short list of the topics you want to spend time working on, as you are least confident on them. Things that will help:

- ✓ Topic lists from your teacher
- ✓ Revision guide contents page at the front
- ✓ Exam specification from the exam board website


## FACT

You cannot revise everything from every subject you are taking written exams in. There just isn't the time and for some things, you don't need to as you know it well already.




The calendar on the next 7 pages will help plan out the remaining time.

# March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*11 weeks	<i>"Procrastination is the thief of time"</i>				1	2
3 A *10 weeks	4	5 	6 Drama Practical Exams	7 Drama Practical Exams	8 Drama Practical Exams	9
10 B *9 weeks	11 Food & Nutrition Practical Exam French Exchange Away (Y10-Y13)	12 Food & Nutrition Practical Exam French Exchange Away (Y10-Y13)	13 Food & Nutrition Practical Exam French Exchange Away (Y10-Y13)	14 French Exchange Away (Y10-Y13)	15 French Exchange Away (Y10-Y13)	16
17 A *8 weeks	18	19	20 Y11 2 <sup>nd</sup> Mocks Maths P3-P4  Y11 Sixth Form interviews	21 Y11 2 <sup>nd</sup> Mocks English Lit P1-P2	22	23
24 B *7 weeks	25 Y11 2 <sup>nd</sup> Mocks Maths P3-P4	26 Art & Photography Exam	27 Art & Photography Exam	28 Art & Photography Exam  PE Moderation	29 Y11 2 <sup>nd</sup> Mock English Lan P1-P2	30
						<i>"Stop being afraid of what could go wrong and be excited about what could go right"</i>

# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <sup>st</sup> March  A	<b>1</b>  <i>"Excellence is not a skill, it is an attitude"</i>	<b>2</b>	<b>3</b>  MFL Speaking Tests	<b>4</b>  MFL Speaking Tests  7pm Spring Concert	<b>5</b> P5/P6 – Year 11 House Rugby and Hockey	<b>6</b> DofE Bronze expedition
7 DofE Bronze expedition  B <i>*5 weeks</i>	<b>8</b>  MFL Speaking Tests	<b>9</b>  MFL Speaking Tests	<b>10</b>  MFL Speaking Tests	<b>11</b>  MFL Speaking Tests	<b>12</b>  MFL Speaking Tests	<b>13</b>
<b>14</b>	<b>15</b>  Easter Revision sessions – in specific subject areas – more info to follow	<b>16</b>  Easter Revision sessions – in specific subject areas – more info to follow	<b>17</b>  Easter Revision sessions – in specific subject areas – more info to follow	<b>18</b>  Easter Revision sessions – in specific subject areas – more info to follow	<b>19</b> GOOD FRIDAY	
<b>21</b> EASTER SUNDAY  <i>*3 weeks</i>	<b>22</b> BANK HOLIDAY	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				
						<i>"Focus on being productive instead of being busy"</i>

# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> DofE Bronze prac  
<b>A</b> *2 weeks	<b>5</b> DofE Bronze practice	<b>6</b>	<b>7</b> MFL Speaking Tests	<b>8</b> MFL Speaking Tests	<b>9</b> MFL Speaking Tests	<b>10</b> MFL Speaking Tests  Y11 intensive study period begins
<b>B</b> *1 week	<b>11</b> English Revision session Forum 9:30-12:30	<b>12</b>	<b>13</b> MFL Speaking Tests	<b>14</b> MFL Speaking Tests	<b>15</b> MFL Speaking Tests	<b>16</b> MFL Speaking Tests
<b>A</b>	<b>17</b> AM Computer Systems (OCR)  AM Religious Studies A Paper 1	<b>18</b> AM French Paper 1 French Paper 3  PM Biology Paper 1 Combined & Triple	<b>19</b> AM PE Paper 1  PM English Lit Paper 1	<b>20</b> AM Chemistry Paper 1 Combined & Triple  PM Computational thinking algorithms +Programming (OCR)	<b>21</b> AM French Paper 4; Functional English Level 1 Reading  PM Functional English Level 1 Writing ; PE Paper 2; Drama Component 3	<b>22</b> DofE Bronze final expedition
<b>B</b>	<b>23</b> AM Religious Studies A Paper 2	<b>24</b> AM Maths Paper 1 (non calculator)  PM Geography Paper 1	<b>25</b> AM Spanish Paper 1 Spanish Paper 3  PM Physics P1 Combined & Triple	<b>26</b> AM English Literature Paper 2  Year 11 Leavers assembly	<b>27</b> AM Business Investigating Small Business; Italian P1; Italian P3 PM Design & Tech	
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<i>"Being positive won't guarantee you'll succeed but being negative will guarantee you won't"</i>



# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2  A	<b>3</b> AM History Paper 1  PM Italian Paper 4	<b>4</b> AM English Lang Paper1  PM Business Building a Business;  Music Component 3:	<b>5</b> AM Spanish Paper 4  PM Geography Paper 2	<b>6</b> AM Maths Paper 2 (calculator)  PM History Paper 2	<b>7</b> AM English Lang Paper 2  PM Biology P2 Combined & Triple	8
9  B	<b>10</b> AM Food Prep & Nutrition	<b>11</b> AM Maths Paper 3 (calculator)	<b>12</b> AM Chemistry Paper2 Combined & Triple	<b>13</b> AM Geography Paper 3	<b>14</b> AM Physics Paper 2 Combined & Triple	15
16  A	<b>17</b> Year 11 Work Experience  AM German Paper 4	<b>18</b> Year 11 Work Experience	<b>19</b> Year 11 Work Experience	<b>20</b> Year 11 Work Experience	<b>21</b> Year 11 Work Experience 	22
23  B	<b>24</b> Year 11 Work Experience	<b>25</b> Year 11 Work Experience	<b>26</b> Year 11 Work Experience	<b>27</b> Year 11 Work Experience	<b>28</b> Sixth Form Induction Day	29
30						

# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 New Y7 intake day – could you help?	11 New Y7 intake day – could you help?	12	13
14	15	16	17	18	19 School Breaks up	20
21	22	23	24	25	26	27
28	29	30	31			

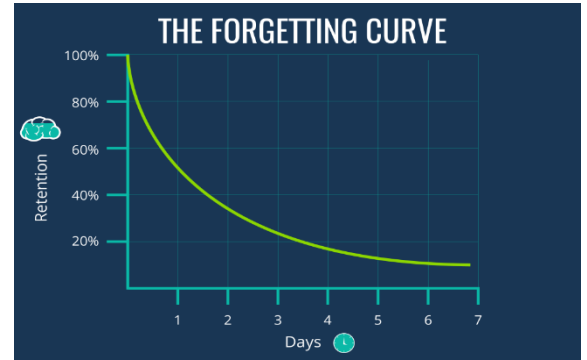
# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 A Level Results	16	17
18	19	20	21	22 GCSE Results	23	24
25	26	27	28	29	30	31
						

# Strategies and Techniques for 'Making Learning Stick'

Year of research into how we learn (at all ages!), called cognitive psychology, shows that when we learn something new, over time we naturally forget it.

Unless we revisit the information many times, spaced out over time. Remembering about this new information strengthens our memory of it. This is the key element of successfully preparing for exams.



Typical Forgetting Curve for Newly Learned Information

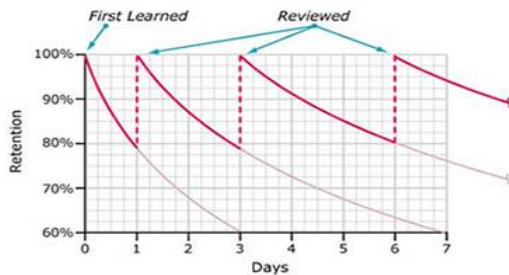


Image courtesy - <http://www.ellaz.com>

Research has clearly shown that in order to strengthen memory, we need to practice remembering things (retrieval) **NOT** getting information in. The categorisation of strategies as effective and ineffective therefore fit with this.

Working on getting information in feels easy, as it is less effortful. It may seem like it is working but it's not. Working on getting information out requires effort, can feel like it isn't working, and so students are less likely to do this.

## Gold Standard Strategies for Strengthening Memory

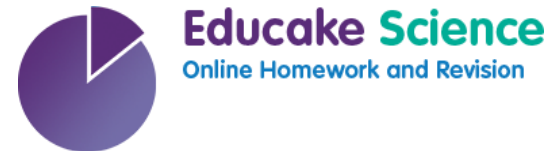
Retrieval Practice	Spaced Practice
Study – Test – Test – Test – Test – Exam	Revisiting content again and again <u>spread out over time</u>

Avoid:

- ✗ Blocking - spending a long time on just one topic
- ✗ Cramming - leaving everything close to the exams

Effective Strategies - Information Out	Ineffective Strategies - Information In
<ul style="list-style-type: none"> <li>▪ Completing a self-marking quiz (Bitesize/Educake/ Diagnostic questions)</li> <li>▪ Attempting past paper questions, then looking at answers (mark scheme)</li> <li>▪ Self-testing or a friend/family member testing you using flashcards</li> <li>▪ Talking out loud to yourself or someone else how to answer a question or all you know about a topic</li> <li>▪ On a blank sheet, writing out/drawing all you know about a topic then checking a revision guide</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reading a revision guide, your exercise book or text book</li> <li>▪ Highlighting key words/phrases in colour from a revision guide/exercise book</li> <li>▪ Writing out notes or copying diagrams, from your revision guide/textbook/ exercise book</li> </ul>

Useful resources to support 'Information Out' strategies:



## Supporting Wellbeing




Preparing for your exams can be a stressful time. However, there are a number of ways you can manage and even reduce the feelings of stress.

### What is Stress?

- **Situations or events that put pressure on us** – for example, times where we have lots to do and think about or don't have much control over what happens.
- **Our reaction to being placed under pressure** – the feelings we get when we have demands placed on us that we find difficult to cope with.

### How can we manage stress?

#### 1. Use the 'Five Ways to Wellbeing'

 <p><b>CONNECT</b></p>	 <p><b>KEEP LEARNING</b></p>	 <p><b>TAKE NOTICE</b></p>	 <p><b>GIVE</b></p>	 <p><b>BE ACTIVE</b></p>
<p>Connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.</p>	<p>Learning gives you a sense of achievement and a new confidence. Keep working hard in lessons. You might want to learn something new so why not sign up for an extra-curricular activity, start learning to play a musical instrument, or figure out how to fix your bike?</p>	<p>Be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Some people call this awareness "mindfulness". It can positively change the way you feel about life and how you approach challenges.</p>	<p>Even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering, can improve your mental wellbeing and help you build new social networks.</p>	<p>You don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.</p>

## 2. Practice 'Mindfulness'

### What is Mindfulness?



- One of the big advantages of mindfulness is that it lets you appreciate things that you would otherwise take for granted or not think about. This could be even the simplest of things like the way it feels to sit in a chair, or the smell of a particular room.
- It also lets you notice your stream of thoughts and allows you to start seeing patterns in your thinking. For example, after practicing mindfulness, a person might start noticing that they are thinking in an unhealthy way and they can then choose to deal with this in a productive way.
- Stress, anxiety and depression can all be noticed more easily through mindfulness and can therefore be treated more effectively. This doesn't mean that mindfulness can cure stress, anxiety or depression, because these conditions can be complex, but mindfulness is recommended by the National Institute for Clinical Excellence (NICE) as one way of treating some of the symptoms.

### How Can I Practice Mindfulness?

One way to practice mindfulness is through meditation. Meditation is a way of training the mind to relax and see things clearly and calmly. Here are a few steps to try:



1. Find somewhere comfortable to sit or lie down.
2. Close your eyes.
3. Breathe naturally and listen to your breath. Don't make any effort to breathe in a special way, just let it happen.
4. Focus on how your body moves with each breath in and each breath out. Pay attention to the way your body is moving, especially your chest, shoulders, stomach, and rib cage. If you find yourself starting to think about other things, gently bring your thoughts back to your breathing.

Do this for 1 – 2 minutes every day. After a while, you will find that you can last for longer without getting distracted. Like all skills, it takes time and practice if you want to improve. Also like all skills, you must make sure you do it regularly if you want to keep it. It could be a very useful skill to develop when revising and preparing for your exams.

### Other Mindfulness Exercises To Try.....

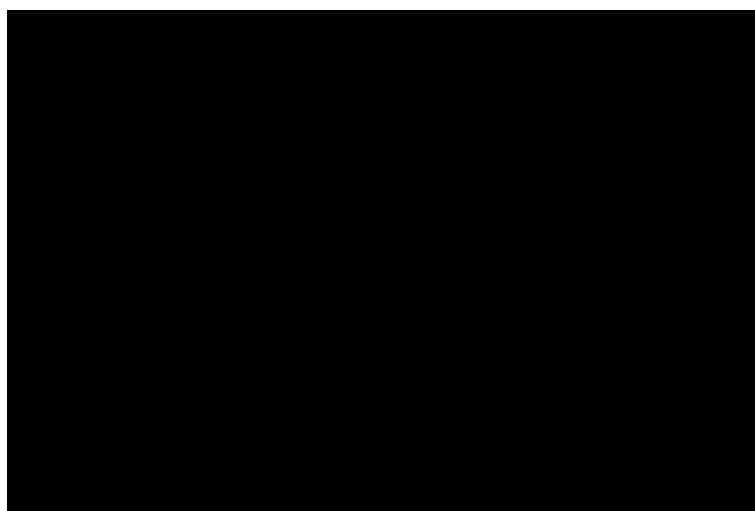
- Go for a walk in an area of natural beauty, e.g. a park or a wood. Pay attention to what you can see, smell, hear, touch and taste.
- Pick an activity that you do every day, e.g. brushing your teeth. Pay attention to every detail, including what you can see, smell, hear, touch and taste.
- Eat mindfully! Notice the temperature, texture and smell of your food. Notice how the food feels on your fork or in your hands, and how it feels in your mouth. Think about your mouth chewing and notice the way you are breathing. When you've finished eating, notice your breathing and be aware of the feeling of being full.
- When practicing mindfulness, you may find that you start to think about other things. This is very common, and you should be kind to yourself about this. Mindfulness will teach you not to judge your own thoughts and feelings, but to accept them instead. If you find your thoughts moving away, just accept that your mind is wandering and bring your thoughts back to the present moment by focusing on what you can see, hear, smell, taste and touch.



### 3. Talk to someone!

In school there are the following people you can talk to:

- ✓ Form Tutor
  - ✓ Mrs Brown
  - ✓ Mr Le Bourdon
  - ✓ Mr Mason
  - ✓ Subject Teacher
- 
- ✓ Just B will be running drop in sessions on a Tuesday and Thursday





# Good Luck !

