

“*FORWARD YEAR PLANNER*”

Regular and proper use of a *Forward Planner* will improve the students' organisational skills considerably and reduce those anxious times when work is due in. Prompting their visual memories often by having their Forward Planners prominently displayed in their bedrooms will benefit their ability to meet deadlines considerably.

In each of the planners there is a “*Forward Planner*” which is situated at the rear of the books for easy and convenient access:-

<i>Junior</i>	pgs. 178-181
<i>Middle</i>	pgs. 182-185
<i>Senior</i>	pgs. 196-199

The following hints will make using their Forward Planners a beneficial habit:

- Make a permanent bookmark with a piece of sticky tape on the Forward Planner pages so they are easy to find.
- In class, when teachers give dates for drafts, finals, tests and work due, the students should immediately write down the dates on both the weeks named and in their Forward Planners.
- Use a different colour highlighter or pen for each subject.
- Circle final deadlines in red to make it catch their eye.
- Photocopy the Forward Planner at the beginning of the year and put it up in their study area. When they are given dates, they should copy them from the Forward Planner in their planner onto the wall planner in their room.
- By making a determined effort to do this in every subject for a month or so, will embed it as a habit in their study cultures.

All of these features in the planner, when used properly, will build your son/daughter's qualities as an independent learner and enhance his/her progress a great deal.

Should you have any queries or concerns regarding your son/daughter's progress please do not hesitate to contact his/her Year Level Co-ordinator/Advisor.

"Well done is better than well said." Benjamin Franklin