



Dear Parent/Caregiver,

### ELEVATE EDUCATION WORKSHOPS

**Elevate Education** is a company whose expertise in motivating students and teaching study skills, time management and exam preparation has been utilised in many Shire high schools. Port Hacking High School has previously used this company across all Year groups and student evaluation has always been overwhelmingly positive in the benefits students have felt and the confidence they have developed.

All students know they should study regularly but many students leave their study to the last minute or limit their study to just before an exam. Why?

Lots of students will say, I know how to draw up a study timetable and I've organised my space to study but then ...

I don't know where to start

I don't know how to study

I don't know what study strategies are best for me

I don't know the best way to divide my time or my subjects

Study skills are like any other skill in life: they are built through repetition and review. To develop study skills, students need to work out what is best for them and practise their techniques.

An incursion has been organised for all Year groups, sometimes throughout the year, where there will be guest speakers from Elevate Educate take them through a focused workshop.

Sessions are 1 hour long and will be in class time, during the designated period/s listed below. The cost involved has already been included in students' school fees, so there is NO additional payment required to participate in these sessions.

#### 2020 ELEVATE EDUCATION SESSIONS

YEAR	DATE	TIME	SESSION	VENUE
7	Tuesday 18 <sup>th</sup> February	Period 4	Study Skills: Kick Start	Designated Classrooms
8	Tuesday 18 <sup>th</sup> February	Period 4	Junior Time Management	Designated Classrooms
9	Wednesday 11 <sup>th</sup> March	Period 4	Memory Mnemonics	Designated Classrooms
10	Wednesday 26 <sup>th</sup> February	Period 1 Period 2	Study Sensei Time Management	Designated Classrooms
11	Monday 24 <sup>th</sup> August	Period 1	Ace Your Exams	Designated Classrooms
12	Wednesday 5 <sup>th</sup> February Tuesday 30 <sup>th</sup> June	Period 1 Period 1	Student Elevation Finishing Line	Designated Classrooms

We have also organised a Parent Information Session, with an Elevate Education Guest Speaker, that will be held in the Library. This session will inform parents on how they can assist students implement the skills they learn during their Elevate workshops. We hope to see as many parents at these sessions as possible.

YEAR	DATE	TIME	SESSION	VENUE
PARENT SESSIONS	Tuesday 11 <sup>th</sup> February	6:00-6:30pm	Years 7-9 Parents	Library
		6:30-7:00pm	Years 10-12 Parents	

If you have any enquiries or would like any further information, please contact Ms Hadfield (Head Teacher Secondary Studies) via email [casey.hadfield@det.nsw.edu.au](mailto:casey.hadfield@det.nsw.edu.au)

B Hugo  
Principal

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## ELEVATE EDUCATION PROGRAM SUMMARY

### **YEAR 7 -STUDY SKILLS KICK START**

This seminar breaks down the transition process from primary to secondary education, introducing students to the fundamental skills that they need to be using over the coming years.

#### ***Each seminar Covers:***

- *Dynamic reading:* How to read large amounts of text and pull out the key points, not just summarise every sentence.
- *Note-Taking:* How to get ideas the students have extracted from their reading into an organised set of notes that will facilitate effective learning.
- *Conceptual Learning skills:* Teaching students how to think critically in order to break the information into its relevant parts, as opposed to simply rote-learning the material.
- *Self-directed learning:* What self-directed learning means and how to get it done.

### **YEAR 8 - JUNIOR TIME MANAGEMENT**

This seminar teaches young students how to work consistently and complete larger tasks. For most students the approach of “doing it the night before” won’t work anymore. This seminar demonstrates how to break down bigger tasks into manageable amounts of work, whilst also teaching students how to prioritise.

#### ***Each seminar covers:***

- *How to develop a study routine:* Introduces students to a study routine that allows for socialising, sport and extra-curricular activities while managing the increased workload of high school.
- *How to complete homework on time:* Students are introduced to three homework skills to ensure that all homework is submitted on time and that it does not pile up.
- *Assignment/exams:* Students are shown how to break down long-term deadlines and work consistently, balancing the demands of work that is due in the short term and their longer term deadlines.





## **YEAR 9 - MEMORY & MNEMONICS**

The only thing trickier than getting through all the work can be remembering it!

In this seminar, simple-to-use techniques and strategies that help students with their memorisation and recall of information are covered. This seminar also shows students what an ineffective study environment can do to their memory. Students are introduced to ways to deal with Facebook, Music, TV, Distractions, Internet and ineffective work times.

### ***Each seminar covers:***

- Understanding memory and how to manipulate it.
- An examination of why we forget.
- How to ensure more information is retained.

### **A number of memory techniques are outlined for:**

- Revision
- Live Association
- Recital
- Chunking
- Triggers
- Mental Movies
- How structure can assist with memory
- Mnemonics





### **YEAR 10- STUDY SENSEI**

We address the most common question: "What is study?" This seminar breaks down the study techniques of the top students, providing students with a road map for what work they need to be doing across the year and how to do it.

#### ***Each Seminar Covers:***

- *Study Routine:* How to develop a study routine that allows for socializing, sport and extra-curricular activities, but still ensures academic productivity.
- *Working smart:* How to identify the work that is going to get students the most marks across their final years and how to ensure that it gets done.
- *Study groups:* Students are shown how to leverage their time across the year by using study groups. This is a particularly powerful technique for those students who have a busy school schedule.
- *Procrastination:* Students are introduced to the most common reasons for procrastination and how to get around it.

### **YEAR 10 - TIME MANAGEMENT**

This seminar addresses the second most common question: "Once I know what to do, how do I find the time to do it?" Students have busy lives and, for most, the challenge is simply finding the time to get the work done.

#### ***Each seminar covers:***

- *Study Routine:* How to develop a study routine that allows for socialising, sport and extra-curricular activities, but still ensures academic productivity.
- *Working smart:* How to identify the work that is going to get students the most marks across their final years and how to ensure that it gets done.
- *Procrastination:* Students are introduced to the most common reasons for procrastination and how to get around it.





## **YEAR 11 - ACE YOUR EXAMS**

With the arrival of exams, knowing the material is no longer enough. It now becomes a case of application. The question for many students is: "How do I take all the work I have done and turn it into the results I deserve?" This seminar outlines the critical exam skills that will allow them to excel in the exam room, whilst also demonstrating that exams are not just about the exam room; the preparation is where students get the results.

### ***Each seminar covers:***

- *Effective work:* Students are introduced to the different types of work they can do in preparation for exams, and which are the most effective. They therefore walk out of the seminar with an understanding of precisely what work they should be doing and when.
- *Fixing Mistakes:* Students are shown how to identify exactly what they are currently doing wrong on trial exams and practice papers, and how to ensure these mistakes are not repeated when it counts.
- *Allocation of time:* Students are taken through a step-by-step process to ensure preparation is completed weeks in advance.
- *Exam room techniques:* Students are shown exam preparation strategies including stress management, planning, time allocation and how to tailor a succinct, focused answer.





### **YEAR 12 - STUDENT EVELATION**

In this seminar the key fundamentals for senior school success are examined and students are introduced to range of growth mindset-based skills.

#### ***Each seminar covers:***

- *Belief:* Students analyse the role of belief as a means to propel them to their personal best in their final school years. They also confront their conditioned beliefs and self-limitations.
- *Goal Setting:* All students are led through a 4-step goal-setting process, helping them to identify their unique and compelling reasons to drive them through their final school years. Goals examined are based on the student's ambitions and include career path, university and vocational study-based goals.
- *Short term planning:* Once students have identified their compelling reasons they are led through a short-term planning process, helping them break their goal into a series of achievable, shor- term benchmarks.

### **YEAR 12 - FINISHING LINE**

The end is in sight. The last thing we want now is students stressing and forgetting the skills they have been taught over the previous few years. This seminar is the conclusion of the program and is designed to reinvigorate students as they approach the end of Year 12. Students are provided with a clear road map for the final few months and practical strategies to manage the pressure and stress that come with it.

#### ***Skills Covered:***

- Re-visiting short-term goals for the final months
- Maintaining work rate
- Making the most of the holidays and the final few weeks
- Stress management, mindfulness and wellness strategies
- Any final tips to help students cross the finish line!
- This seminar is a great final motivation for students and an opportunity for them to ask the questions they have wanted to ask the presenters they have come to know and trust across the previous few years.

