



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

Managing your Workload

A blank timetable has been uploaded online for you to use as a template. On this, you can plan out what your week will look like and should include:

STUDY TIME

- *This needs to be realistic:* If you know that you can only work for 30-45mins at a time, it is unrealistic to say you will work for 2 hours straight. This just becomes a period of time where you are either worrying or procrastinating and nothing is achieved.
- *Space your sessions:* Cognitive Research suggests that by spacing your study sessions over a longer period of time, rather than 'cramming' it into one session, you are more likely to retain the information in a more meaningful way, even if you spent the same time cramming.
- *Include revision, reworking and questioning time:* Your teachers are currently setting work that would usually be set in class and as homework but, in order to prepare you for assessments, it is also important that you schedule time in for revising, redoing work you have submitted and asking teachers questions if you are confused or concerned about anything.
- *'Live Lessons':* Some teachers are delivering lessons live, make sure these are on your timetable so you remember to attend

PART-TIME WORK

- We know many of you are still attending part-time jobs that need to be accounted for. It is important that during your time away from school, you do not overwhelm yourself with part-time work.
- We understand it is tempting to take-on more hours, particularly when you wish to support the people you are working with, but you also need allow enough time to complete your studies.

DOWN-TIME

- Everyone needs time to pursue things they are interested in or do the things that make you feel more able to handle the challenges we face.
- This can include; exercise, arts and crafts, talking to friends and family, playing instruments, watching films/TV, reading, playing board games/video games, walking the dog, mindfulness and many more besides.
- You can also seek support and advice from the following websites:
<https://www.kooth.com/>
<https://www.nhs.uk/oneyou/every-mind-matters/>
<https://youngminds.org.uk/>

SLEEP

- Ensuring that you are getting the right amount of good quality sleep is incredibly important. Sleep enables us to consolidate and process the information we have acquired throughout the day, and restore and strengthen our bodies and minds.
- If you are struggling with your sleep, this website provides some useful advice that may help: <https://www.nhs.uk/oneyou/every-mind-matters/sleep/>

Finally, it is important that if you are struggling, you communicate with your teachers and the sixth form team. We are all here to support you but if we don't know, we can't help!