



## WAYS TEACHERS CAN USE THE ONLINE GUIDE

There is no right or wrong way to use the guide in your school. A good approach is to do a mix of completing lessons at school and allowing students to browse the guide on an as-needs basis at home with their parents/guardians. Below you'll find suggestions for using the resources in both primary and secondary schools and on the next page we've highlighted how the guide can be used in different ways depending on whether it's being implemented by a primary or a secondary school. The lesson time frame guide below will assist if you are delivering student lessons at school.

### STUDENT LESSON TIME FRAMES & GROUPINGS

Student lessons take roughly 30mins per lesson to work through in class. This allows for the video to be played, the handouts to be worked through in groups or individually and the online quiz to be completed. However, many of these lessons will prompt class discussion so you may want to allow extra time. These lessons also work well when they are grouped together two or three at a time. **Suggested time frames/lesson groupings:**

- **Lessons 1 and 2:** 45 - 60mins
- **Lessons 3, 4 and 8:** 60 - 100mins
- **Lessons 5 and 6:** 60 - 90mins
- **Lesson 7:** 30 - 45mins
- **Lessons 9 and 11:** 60 - 90mins
- **Lesson 10:** 30 - 45mins
- **Lesson 12:** 30 - 60mins

### 1. INTEGRATE INTO YOUR CURRICULUM

Integrate the guide into the relevant topic areas of your existing curriculum, such as your Transition to High School, Wellbeing, Learning-to-Learn or School Camp programs. For example, if you are talking about time management you would integrate the Student Lessons on managing time (Lessons 5 & 6), or if you're covering a topic on getting organised, include Lesson 6 and so forth for other topics. You can do this in a number of ways:

- Deliver the whole program across a full day during Term 4 of Year 6 (primary schools) or at the beginning of Year 7 in Term 1 (secondary schools)
- Run weekly sessions during class-time in Year 6 or during Home/Pastoral Group in Year 7
- Instruct students to watch lessons at home (with a parent/guardian) and then work through the handouts and quizzes at school together as a class/group

### 2. ENCOURAGE STUDENTS AND PARENTS TO BROWSE THE GUIDE AT HOME

Students and parents can use the guide at home:

- Students - watch the videos on the Student Page, complete the accompanying handouts, do the online quizzes and download the following worksheet sets - 'Preparing for High School', 'Goal Setting for Primary' and 'Starting Secondary School'
- Parents - watch the videos on the Parent Page and print the accompanying Summary Sheet and Checklist, read Natalie Daniel's ebook for parents, view videos on the Teacher Page to gain a greater understanding of ways to support their child and click on the useful links throughout the guide

### 3. TEACHERS WATCH THE TEACHER VIDEOS TO IDENTIFY POTENTIAL GAPS

Encourage teachers who will be working with or supporting your students to watch the Teacher Video Course by Dr Prue Salter. This will help them understand where gaps in terms of academic skills for Year 6 students moving to Year 7 have been identified - particularly in the areas of independent learning, study notes and how to study for a test or manage assignments. These gaps will vary from school to school, but these videos can help teachers identify needs to ensure students have the skills they need as early as possible in their high school journey.

### 4. SPECIFY UNITS FOR INDIVIDUALS AS NEEDED

Teachers may direct students or parents to a particular lesson or resource if they identify a particular need in a student. For example, if you identify that a student needs help with time management, you can suggest that they work through the time management lessons and worksheets with their parent. Or you might direct parents to watch the study skills video on the teacher page or the parent video on organising their child's study space,

**REMEMBER! THERE IS NO ONE CORRECT WAY TO USE THE GUIDE. RATHER THAN A RIGID PROGRAM, IT IS DESIGNED TO BE FLEXIBLE. USE IT IN THE WAY THAT BEST SUITS THE NEEDS OF YOUR SCHOOL, YOUR STUDENTS & THEIR FAMILIES.**



## WAYS TEACHERS CAN USE THE ONLINE GUIDE

### PRIMARY SCHOOLS

#### 1. DO LESSONS IN CLASS AT SCHOOL

Do the Student Lessons in class at school by watching the videos together, doing the handouts individually or in groups, and then completing the quizzes together - you could even create a friendly competition and split the class into two groups to complete the quizzes. Doing the lessons together at school also enables discussion about things that students may be worried about and is an opportunity to answer their questions, ease concerns and reassure them about moving to high school.

#### 2. STUDENTS COMPLETE UNITS AS HOMEWORK IN TERM 3 OR 4

Set specific lessons as homework for students to complete by a certain day/date. Get them to use a diary and write down when it is to be completed by and what the homework involves - ie. **'Watch Video Lesson 3, Complete Handouts 1-4, File completed work in your 'Preparing for High School' folder, Hand your folder in on the Due Date.'** This is a good way to introduce the concept of completing homework tasks in a 'high school' way and gets them used to recording what they are required to do and what date it is due in a diary, just like they will need to do at High School.

#### 3. STUDENTS COMPLETE ALL THE LESSONS AT HOME BEFORE THEIR HIGH SCHOOL ORIENTATION DAY

Have your Year 6 students complete ALL Student Lessons in the guide at home in their own time before their High School Orientation day which usually occurs at the end of Year 6. This will also help students maximise their orientation experience.

#### 4. STUDENTS DO THE 'GOAL SETTING FOR PRIMARY' WORKSHEETS & 'PREPARING FOR HIGH SCHOOL' WORKSHEETS IN TERM 3 OR 4

In Term 3 or 4 allocate time at school or at home for your Year 6 students to work through Dr Salter's 'Goal Setting for Primary' worksheets and the 'Preparing for High School' worksheets which are located at the bottom of the Teacher page of the site.

#### 5. USE THE GUIDE OVER THE SUMMER HOLIDAYS

Encourage students to watch the Student Video Lessons and complete the 'Starting Secondary School Workbook', the 'Preparing for High School Workbook' and the 'Goal Setting Worksheets' at home over the summer holidays with their parents/guardians. Encourage parents to access the parent resources too.

### SECONDARY SCHOOLS

#### 1. INCLUDE INFORMATION IN YOUR TRANSITION WELCOME PACK

Put an information flyer in the Welcome Pack you send to your incoming Year 7s about your school's subscription to the site. Make sure it includes your school's login details. You could also print the 'Preparing for High School' worksheets and 'Goal Setting' worksheets and include them in the Welcome Pack for students to complete before they start Year 7.

#### 2. SET LESSONS FOR STUDENTS TO COMPLETE AT HOME BEFORE YEAR 7

Communicate with families prior to commencing Year 7 and set Lessons from the guide that you expect incoming students to have completed before Year 7.

Also encourage parents to watch the Parent Videos, read the e-book for Parents and even watch the Teacher Videos before their child commences at your school, so they have a greater understanding of what will help their child make a smooth transition.

#### 3. USE STUDENT LESSONS ON YOUR ORIENTATION / TRANSITION DAY

When Year 6 students come to your school for Orientation Day, show them how to login and access the Student Resources area of the site and schedule time to do at least these two lessons:

- Student Lesson 8: "Communicating with Teachers and Parents"
- Student Lesson 10: "Developing New Friendships"

#### 4. DO THE 'STARTING SECONDARY SCHOOL WORKSHEETS' AT THE START OF YEAR 7

At the start of Year 7 allocate time for students to work through Dr Salter's 'Starting Secondary School Worksheets' which are located at the bottom of the Teacher and Student pages of the site. You can work through them together in your Home/Pastoral Groups or dedicate a specific lesson time to complete them.

#### 5. DO STUDENT LESSONS AT THE START OF YEAR 7

Allocate a day to work through the Student Lessons with your new Year 7s at the start of the year. If time is limited, try to at least complete the following lessons:

- Student Lesson 6: Using a Diary & Weekly Planner
- Student Lesson 7: Organising Your Subjects
- Student Lesson 11: Become an Independent Learner
- Student Lesson 12: Managing Assessments

Even if most students have watched the videos prior to arriving at high school there will be those who haven't and it's always good to reinforce the need to develop organisational, time and self management skills.