

INFORMATION FOR TEACHERS

www.preparinginprimary.com.au

To access the Guide, go to

www.preparinginprimary.com.au

and login with our school's subscriber details

Username:

Password:

The Online Guide is a comprehensive and interactive online resource for our school community - students, parents and teachers - to help make the transition from Year 6 to Year 7 a smooth and successful one for students and their families.

The Guide is divided into three sections - Teachers, Parents and Students - and our school's login gives you access to it all. The following lists the main components of the Guide which consists of comprehensive interactive activities, including online video lessons, handouts, templates, worksheets, checklists, an ebook, online quizzes and links to supporting resources.

There are accompanying PDF handouts, worksheets and slides that can be printed and most of the PDF handouts and worksheets can also be used as fillable documents that students can type directly into by opening the documents and saving them to their computer.

Features

FOR TEACHERS:

- Teacher Video Course
- Teacher Blackline Masters
- Goal Setting Worksheets
- Preparing for High School Worksheet Set
- Starting Secondary School Workbook



FOR PARENTS:

- Ebook for Parents
- Parent Video Course
- Checklists, Summary Sheets and Templates



FOR STUDENTS:

- Student Video Course
- Preparing for High School Worksheet Set
- Starting Secondary School Workbook
- Quizzes, Handouts, Activity Sheets and Templates





WHAT IS COVERED IN THE GUIDE - TEACHER PAGE & PARENT PAGE -

Teacher Page:

Teacher Video Course

- Simulating the High School experience
- Teach students how to manage assignments
- Teach students about independent learning
- Teach students how to study for topic tests
- Touch typing and computer skills
- Goal setting

Preparing for High School Worksheets

- Set up your home study environment
- Use class time effectively
- Know where to get help
- Get yourself organised
- Manage your time at home
- How do you approach assignments?
- How do you make study notes?
- How do you study for tests?
- How do you approach exams?
- How can you do well in your subjects?

Goal Setting Worksheets

- What are goals?
- How to write a goal
- Making your goals smart
- Achieving your goals
- Visualising your goals
- Re-evaluating your goals
- Maintaining your attitude
- Avoiding perfectionism
- Rewarding yourself
- What are you good at?
- Personal qualities goals
- Interests goals
- Family goals
- Friends goals
- Health goals
- Work/study/career goals
- Goals for this year
- Goal action plan
- Your personal mission statement

Starting Secondary School Workbook

- Homework is very different
- Work smart to manage your time
- Being organised makes life easier
- Ask for help often and early on
- Develop skills you need for success
- Look after yourself, your mind and your body

Blackline Masters included for:

- Goal setting worksheets
- Starting Secondary School Workbook



Parent Page:

Parent Ebook

- **Getting Organised**
 - Textbooks, stationery, computers
 - Organising subjects items and information
 - Getting to know your school
 - Orientation day
 - Using public transport
 - Typing
- **Managing the Workload**
 - Understanding the timetable
 - Managing homework
 - Using a weekly planner
 - Using a diary
- **Communicating with Teachers**
 - Communicating differently at high school
 - Why students must communicate with their teachers
 - Speaking to teachers in class
 - School portal
 - Communicating via email
 - Scheduling appointments with teachers
 - Parent-teacher interview
- **Communicating with Your Child**
 - How parents can support their child at high school
 - Questions to ask before the first day
 - Keeping the lines open
 - Do and don't questions
 - Learning to listen
 - Finding opportunities to praise
- **Wellbeing**
 - Support staff at school
 - When to be concerned
 - Avoiding embarrassment
 - Empathy and love
 - Back care
 - Sleep
 - Exercise and nutrition
 - Extra-curricular activities
 - Calming techniques
 - Looking after yourself
- **Social Media and Technology**
 - The Good: positive aspects
 - The Bad: negative aspects
 - The Ugly: cyberbullying
 - School phone use policy
 - Establishing ground rules
- **Making Friends**
 - Starting a conversation
 - Involvement in school activities
 - Parental involvement
 - Party! Party! Party! Safely!



Parent Video Course

- Touch typing
- Setting up a study space at home
- Get students used to a home learning routine
- Make packing the bag the night before a habit
- Help students use a weekly planner and a term planner
- Teach students basic computer skills
- Watch and discuss the news together
- Encourage critical thinking
- Develop verbal and retention skills
- Read English novels in advance
- Encourage students to write (by hand)
- Address literacy, numeracy problems, handwriting issues and learning difficulties
- Get students familiar with their new school

Additional Resources

- Checklists
- Summary Sheet
- Templates
- Resource links





WHAT IS COVERED IN THE GUIDE - STUDENT PAGE -

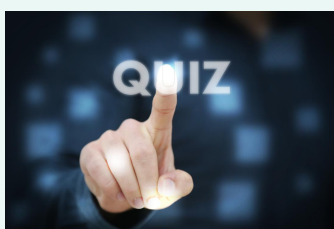
Student Page:

Student Video Course

- Getting Organised
- Important Information to Know
- Changes in the Way You Communicate
- The School Portal
- Understanding What is Urgent and Important
- Using a Diary & Weekly Planner
- Organising Your Subjects
- Communicating with Teachers and Parents
- Monitoring Yourself
- Developing New Friendships



Online Quizzes to reinforce learnings from the video lessons



Video Lessons are accompanied by 50+ pages of:

- Handouts
- Activity Sheets
- Templates

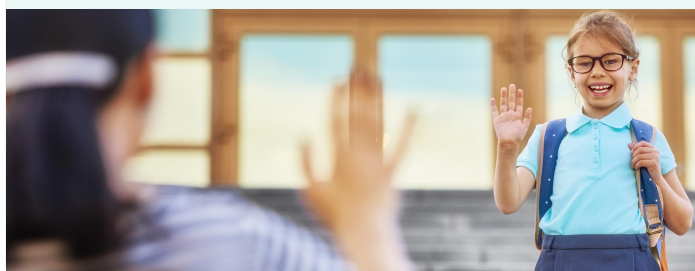
Preparing for High School Worksheets

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- How can you do well in your subjects?



Starting Secondary School Workbook

- Homework is very different at High School
- Work smart to manage your time
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- Ask for help often and early on
- Develop skills you need for success
- Look after yourself, your mind and your body



Goal Setting Worksheets

- What are goals?
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WAYS TEACHERS CAN USE THE GUIDE

This systematic program for teachers, parents and students to work through includes: separate online video lessons for Teachers, Parents and Students; online quizzes for most lessons; summary sheets, checklists, worksheets, handouts, templates and planners; as well as links to additional resources.

1. ENCOURAGE STUDENTS AND PARENTS TO BROWSE THE HANDBOOK AT HOME

Students and parents can use the guide at home as needed by watching the online videos on the Student Page and then completing the activities and tasks set out in the accompanying handouts. They can also download and work through the comprehensive 'Starting Secondary School' and 'Preparing for High School' workbooks. Parents can watch the videos on the Parent Page and print the accompanying summary sheet and checklist for parents plus they also have access to the parent ebook. Parents are also encouraged to view the videos on the Teacher Page to gain a greater understanding of ways to support their children through the transition to high school process. There are also useful links throughout the guide to further support parents and students.

Parents and students are encouraged to complete the program in Year 6 prior to students commencing High School. However, the information provided in the guide is also of great benefit to students who have already started Year 7 to help them establish good habits early on which can help them achieve more success and enjoyment throughout high school.

2. SPECIFY UNITS FOR INDIVIDUALS AS NEEDED

Teachers may direct students or parents to a particular lesson or resource in the guide if they identify a particular need – for example, a teacher may suggest a parent work through the time management-related lessons and worksheets with their child or perhaps the section on how to study or how to get organised, to help students acquire the skills of managing their time better and organising themselves.

3. INTEGRATE COMPONENTS INTO CURRICULUM IN TERMS 3 & 4

Teachers may have students work through the lessons and activities systematically at school a few times each week toward the end of Term 3 and throughout Term 4 of Year 6. If your school has a pastoral program or a 'learning to learn' program you may want to integrate the content from the guide into these programs.

Some schools print off the worksheets for the lessons as needed while others print off all the worksheets and bind them into a workbook for the students. In the first Student Video lesson you are guided to and encouraged to help your students set up a 'Preparing for High School' folder. Templates have been provided to enable this process in the Lesson 1 Handouts. Once a folder is set up, students can then work systematically through the lessons and store all their completed work in the folder so they have an ongoing resource they can refer to whenever they need to.

Worksheets and handouts have also been made available to use as fillable documents that you can type directly into if you prefer not to print. You and your students will need to download the documents using Adobe Acrobat and save them to your computer to be able to use them in this way.

4. DIRECT STUDENTS TO COMPLETE UNITS AS HOMEWORK

Teachers may set particular 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.

5. USE LESSONS TO STIMULATE CLASS DISCUSSION

Teachers may wish to complete the Lessons as a group in class by watching the Video Lessons as a class and then completing the Quizzes together at the end of the Lesson. You could create a friendly competition and split the class into two groups to complete the quizzes. Doing the lessons as a class helps to create discussion about things that students may be worried or unsure about with regard to starting High School – and if a question gets asked that was on their mind too it can help put students' minds at ease and reassure them that they are not the only ones who have questions and/or concerns about leaving Primary school and moving to High school.





SUGGESTIONS FOR INTEGRATING THE GUIDE INTO YOUR CURRICULUM

There is no right or wrong way to use the guide in your school. Every school will have different programs already in place, different amounts of time available, different levels of computer access and different types of students! So these are just some ideas for you to consider.

A good approach is to do a mix of both allowing students to browse the guide on an as-needs basis at home with their parents/guardians and have them complete some lessons at school by watching the videos and then working through the handouts and quizzes for each lesson in class.

Students by nature will tend to browse erratically through the guide so having students complete the handouts for each lesson ensures they have worked thoroughly through the material for each lesson.

ADDING TO YOUR EXISTING PROGRAM

If you have an existing transition to high school program you might like to integrate the guide into the appropriate topics. For example, if you are covering time management with your students, as part of this topic you would have the students complete the managing time lessons in the guide about understanding what is urgent vs important or the lesson about using a diary and planner. If you are talking about developing organisational skills, you might decide to have students complete the lesson about organising their subject items and computer files.



HAVE STUDENTS COMPLETE ALL OF THE LESSONS AT HOME BY THE END OF YEAR 6

To show their commitment to being as prepared as possible to start high school, you may want your Year 6 students to have completed ALL lessons in the guide before their High School Orientation day at the end of Year 6. This will also help students to maximise their experience at their high school orientation because they will be more aware of the type of information to find out on that day and be better able to ask important questions.

REMEMBER!

There is no one correct way to use the guide. Rather than a rigid program, it is designed to be flexible so you can use it in the way that best suits the needs of your school, your students and their families.