**King’s Park Secondary School**

**Mentoring Programme 2016-2017**

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**How to help your teenager study**

**A practical guide for Parents and Carers**

**Mentoring Programme 2016-2017**

This year we want to go further than before and make mentoring an integral part of your child’s school experience. As such, we are fostering stronger links with parents and carers to ensure that children are supported and well prepared for their examinations.

We will:

* Advise you who your child’s Mentor is.
* Confirm the meeting days/times.
* Make you aware of the targets your child has set themselves in conjunction with their Mentor.
* Keep you updated with your child’s attendance at mentoring meetings.
* Keep you updated with the progress of the mentoring programme (workshops/advice provided/revision skills etc).

This allows you to:

* Be aware of what your child is experiencing.
* Be able to support your child and the programme.
* Make appointments with your child’s Mentor on parents’ evenings.
* Discuss targets with your child and support them in achieving these.

Reports:

Reporting is crucial to supporting pupils in their progress. Reports will reflect steps pupils can take to improve their skills and abilities. Pupils will be responsible for setting targets based upon regular teacher feedback, but importantly reports which will outline specific and practical steps which should be taken.

Making Appointments with Mentors:

Mentors will be happy to meet with you at parents’ evening to discuss your child’s targets and progress. You will already know who your child’s Mentor is; all your child has to do is approach the staff member and ask for an appointment as usual.

**How can I help with exam stress?**

**ROSE: Revise, organise, sleep, eat.**

Revise

* Revision needs to be active; reading through notes is not enough. Encourage your child to make notes, highlight key areas and ideas and go over these a number of times.
* At the end of each topic suggest that your child make a summary of key terms or events.
* There are a number of useful websites which can aid with revision. BBC Bitsize provides revision notes and activities for most subjects.
* SQA website provides past papers and marking schemes which can be used to test knowledge and skills. Teachers can check work for pupils providing they arrange with staff a time to hand this in.
* Praise your child when they are working hard!

Organise

* Create a revision timetable to help your child organise what they need to revise and when they will do this. Blank templates are available at the school office and a link is available on the school website. Look over revision timetables created with their mentor.
* Help your child set realistic targets. There is no benefit in revising from dawn to dusk!
* Help your child to organise materials prior to exams. For example school uniform is ready, calculators, rulers, pens and pencils are all ready to limit stress on the morning of the exam.

Sleep

* Encouraging a good sleeping pattern is essential. Sleep helps the brain recover and will benefit your child when they are revising. Rest is also essential and there should be regular breaks? built into the revision plan.
* Exercise or a walk to the shops can also help your child revise. It allows for a break from the revision and will help your child concentrate more when they return to revision.
* Make sure an alarm is set for the morning of the exam as waking up in a panic will only cause your child to worry unnecessarily before an exam.

Eating

* A balanced diet is essential to help revision and exam performance.
* Sugary snacks can be a wee energy boost, but too many will only cause lack of concentration.
* Many children lose their appetite during the exam period; encourage your child to eat lighter meals often.

**Revision DO’s and DON’TS’**

DO:

* Ask about what areas your child needs help with/to study
* Do make yourself available for testing or asking questions to help revision
* Organise breaks and activities from revision
* Make your child’s environment ‘revision friendly’ by limiting noise and distractions. Mobile phones should be out of sight, revising with headphones should be discouraged.

DON’T:

* Force your child to revise the way you think is best.
* Put extra pressure on your child.
* Tell your child how much better organised you were during your exam period!

**Revision Techniques**

Your child will have been introduced to a range of revision techniques at school, but it is finding what works for them which are important. Some suggestions are:

Repetition:

Going over a topic several times may seem boring, but the repetition will enable your child to fully learn the topic. This allows them to recall the knowledge in the exam.

Active Learning:

Drawing mind maps, revision trees or creating revision aids like flash cards are great ways to help your child revise. It is more engaging as they are ‘doing’ something with the information - not simply reading it.

Word Association:

Learning key topics or formulas to answer questions can be made easier if they are associated with a word or phrase. For example, ‘COWPAT’ is a way to remember what areas must be mentioned in an evaluation question in History. Making links to words or phrases can benefit some pupils.

**Helpful Websites:**

Past Papers

<http://www.sqa.org.uk/pastpapers/findpastpaper.htm>

BBC Bitesize

<http://www.bbc.co.uk/education>

Information and Support from Young Scot

<http://young.scot/information/learning/where-to-get-help-when-revising-for-national-4-5s/?gclid=CjwKEAjwuPi3BRClk8TyyMLloxgSJAAC0XsjP815HO6voZt_iTzonjCvU1wN0LAuPTe_5q7NFMSRNBoCGh3w_wcB>

**Key dates for the Senior Phase 2016-2017**

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| Date | Event |
| 20th September | Senior Alerts |
| w/b 24th October | Mentoring Workshop 1:  Fostering good habits/dealing with stress |
| 2nd November | S4 Future First Event |
| w/b 5th December | Senior Phase Reports  Mentoring Workshop 2:  Revision skills and techniques. |
| January 2017 | Senior Phase Prelims |
| w/b 6th February | Mull & Skye Parents’ Evening  Mentoring Workshop:  Post Prelim Reflection and target setting. |
| 21st February | Arran & Lewis Parents’ Evening |
| w/b 20th March | Mentoring Workshop 4:  Exam ready workshop. |
| w/b 27th March | Senior Phase summary reports issued. |
| April | Supported study and Easter school events for all senior phase pupils. |
| 2nd May | SQA Exams begin. |

Throughout this period you will be kept informed of the mentoring programme and your child’s progress.