

13th November 2013

Re: Study Skills Programme

Dear Parents & Guardians,

This letter is to inform you about a *Study Skills Programme* which will be taught to all students over the next month. The programme is based on research carried out with the staff and students of Killina Presentation Secondary School and is designed to meet the needs identified. The programme should help our students make better use of the time they spend studying and so help them to achieve their potential in all subjects.

Your involvement will be of great benefit to the students, particularly in the areas of organising a work space and making out a timetable.

The place where your son/ daughter studies should be quiet, bright, warm enough and equipped with the basics needed for study: pens, paper, maths set, calculator etc. A lot of time is wasted at study sessions looking for a pen or a book. **It is crucial that electronic devices e.g. mobiles, ipods, tvs are not in the study area.** You can help a lot by setting up a good work space and encouraging your son to keep it equipped and in good order.

Planning the use of time is also essential. We will give the students a blank Timetable and ask them to fill it out honestly, including time spent studying, watching tv, playing sports, on social media etc. The Timetable should be filled out for a full seven days and can be used to identify problem areas. Students can then make out a new Timetable which includes leisure activities and study time. Your help with this will be invaluable; in making out the Timetable and in encouraging your son/daughter to use it every day.

Our study skills programme will consist of three classes:

Class one: How the mind works and Learning Styles

This class will teach the basic background knowledge on which the next two classes are based. During the class students will be given a blank Timetable and asked to fill it out honestly over the next seven days. They will also be given a workbook and asked to complete a questionnaire to establish their own Learning Style. Your help and encouragement with this will be of great benefit to your son/daughter.

Class two: Planning and Study Timetables

During this class the students will evaluate the trial Timetable and discuss the changes that need to be made. They will also discuss the benefits of an organised work space and good use of study time. Again your involvement is essential.

Class three: Study Skills

This class will focus on the importance of *Active Study* and the various techniques that can be used to get the most from study time.

We have summarised the Programme with an easy to remember mantra which emphasises the most important points.

- *Plan your Time*
- *Organise your Space*
- *Study Actively!*

We will send a text to you when the classes are being taught to enable you to become involved and to help your son to get the most from the Programme.

The students will also be given a workbook to use in conjunction with the classes. The information from the workbook will be available on the school website. The classes and other information will also be available to parents and students on the school website.

If you wish to view the material:

- 1) Go to our website – www.killinaschool.ie
- 2) Choose the ‘**Study skills**’ option at the left of the page
- 3) You can now view the three classes which will be taught to the students and related material.

Copies of the study timetable will be on the website and you can print as many copies as you like from there.

We hope that this programme will be of benefit to the students and welcome suggestions from you which could improve the Programme for next year.

With Kind Regards,

Principal