



Organising a Work Place at **Home**

Key Stage Four



Where do you do your work?

- Students who do well tend to have a regular and organised work space at home.
- This could be a **desk** in your bedroom.
- Or it could be at the **kitchen or dining room table**.
- **It should not be in front of the telly** or on your bed.

How can you store your equipment?

- It is helpful to have all your equipment in the same area.
- This could be on and in your desk.
- Or you could have a plastic box which holds all your stuff.
- What is important is that you return any equipment to that central space as soon as you have finished using it.

Displaying your timetable

Put a copy of your timetable where your parents can see it.

This may be on the fridge door.



Or maybe you have a family noticeboard.

Before you go to bed at night check your timetable to make sure that you have packed everything you need for the next day.

Write yourself lists

Some people like having checklists.



You might want to write down a list of essential equipment.

This could be phone, bus pass, money, glasses, house keys....

Consult the list every time you pack your bag ready for the next day.

Keeping files tidy



Well organised students have a file for each subject at home. Some people like box files for this, or a set of shelves.

In this area you file everything with which you have finished. You want to keep it for revision, but you don't want to carry it into school for every lesson. At KS4, you are likely to build up a lot of material, so it is worthwhile investing in a file for each subject.

Update your files regularly. Make sure that everything you file has a title and a date. That will save you hours of searching later.

Organising computer files

Your computer filing system must be logical, so it would be useful to create subject folders.

Back those up unto a memory stick on a regular basis.

Put your name and form electronically onto your school memory stick.

