



11 March 2013

Dear (Student)

Your Mid-Year Examinations start on Thursday 4th April in the last days of Term I just after Easter weekend. They are now three weeks away. Note that you are only required to be at school for the exams. There will be a study room you can use if you wish to stay at school. Note that you may not travel as a passenger in cars driven by other students without the explicit, written, prior permission of your parents. This needs to be a blanket rule for transport associated with school throughout Year 12.

I am writing to you with important advice for your study, particularly in final preparations for these exams, and in the holidays which follow. This advice has helped many senior students over many years.

General advice:

- Your study environment:
 - Clear everything off your desk except what you are working on.
 - Good lighting – not too bright, not too dim.
 - A comfortable chair that is that is reasonably upright to avoid extra fatigue on your back from bad posture.
 - Equipment – have what you need: pens, ruler, calculator, etc.
 - Clock to help you manage your time.
 - Eliminate all distractions: no music, no mobile phone, no Facebook, no excuses.
- Plan your study in this lead up to the mid-years. Aim for 4 hours nightly. Do not fall short of 3 hours.
- Concentrate on the topics where you have decided you are weak.
- When you are studying, don't fiddle around wasting time: distracting yourself with music, chatrooms, phones or TV. Know your distractions and avoid them. Internet messaging can be the biggest culprit when it comes to time wasting. During your study hours don't take personal calls not related to studies. Make a pact with your friends not to interrupt each other. Give direct feedback to each other to hold the line.

Subject advice:

- Follow the syllabus and the syllabus support documents. Don't learn things you don't need to know... at least during study time.
- Consolidate your learning. Write notes as you go and put together a one-page summary on each topic. Then get parents and friends to test you. You must have no gaps.
- Make the most of your resources. The internet, teachers and other students are important resources. The internet is invaluable; it helps with lots of past



papers but don't spend time vaguely looking on the net during your study hours.

- Anticipate the format of different exams... know the past papers and the past questions. Successful students review all the past papers thoroughly.
- Learn material differently for different subjects and for different exam styles (short-answer, essay, multiple-choice, etc.).
- Practise timing yourself in exams.

How to relax on exam day:

- Arrive no less than 30 minutes before your examination.
- Help others by your cheerfulness and positive outlook on the morning of the exam. Don't hang around after the exam.
- Flip through and read the paper. Start with the easiest question and do it first as a confidence booster. Plan your answers.
- Plan your time so that all answers are allocated enough time. If you seriously run out of time it will cost you.
- Do not miss a question or a page. It will cost you.
- Relaxation exercises before, during and after the exam, can help. Notice your breathing and draw in fresh air to give your system more oxygen. As you deepen your breathing you will become calm.

In the holidays following the mid years:

- In the April holidays I encourage you to set a routine of study each morning. Do four hours every morning before lunch. Have a set-in-concrete time to start work, perhaps 8.30am or 9am. And then several times
- in the week, do something active in the afternoons... golf, squash, run 5kms. If you eat, sleep and exercise normally you will not burn out.

Coming up

Your house leadership and your participation in our swimming carnival was exceptional. Please do the same in the College **Cross Country** which is now on Tuesday 26 March. Run in your College sports gear; no exceptions please. It makes a great difference when the seniors are whole hearted in their commitment to school activities.

Our 2013 **Careers Program** includes the following dates.

- Wed 20/3. 5pm- 8pm. **Career information night.** (Interview and Resume Techniques Presentation + panels of speakers on a wide variety of career paths.)
- Wed 8/5 6.30-8pm. Year 11 and 12 **Mock Interview evening.** (Practice interviews following completion of resume and application. Interview feedback follows.)



- Tuesday 17/9 1.30-3pm **Small Business Presentation** (This will be scheduled in your graduation week.)

Note that the first of these evenings is next week and your attendance is required. The date was announced at the KPF in early February and has been on the College Calendar.

I am delighted that a former Oldboys Association President of Redfield, Riccardo Alloggia, is assisting Phil McKenzie with this careers program.

Reread this letter regularly. Start strong.
Best wishes for the exams.

Andrew Mullins
Headmaster

