



Rand Park High School

Integrity and Commitment

Asgaai Avenue, Randpark Ridge • 011 793 1246 • www.randparkhigh.co.za

COUNSELLING NEWSLETTER YEAR-END PREP - STUDY SKILLS

27 September 2018

Dear Parents, Guardians & Learners

As we approach the last few weeks of academic teaching and the final examinations for the year, I thought it might be helpful to discuss the study skills and habits required for productive and effective studying.

When applying these skills and habits, learners will find that their anxiety and stress associated with exams reduces and their motivation increases as they capitalise on their strengths and manage their time more effectively.

I have outlined three crucial elements that support effective studying in the pages that follow. These include time management, concentration and motivation.

Time management

How learners use and manage their time can make a huge difference to the success of their studying. Some tips for sound time management are:

- ✓ Prioritising - evaluate the importance of tasks and consider the consequences of procrastinating. First tackle the tasks that are important or are due immediately.
- ✓ Use your time more productively. Some ideas include:
 - Listing the tasks that need to be done and allocating a timeframe to each of them.

- Working hard during the times when you are most productive (early morning or evening).
- Carrying the work that needs to be done along with you and, when you have some free time, using that time to work on it.
- Breaking up large amounts of studying into smaller sections and dividing it amongst a group of reliable friends to summarise the content.

How many
Studying Hours do you need?



Concentration

Once the planning and scheduling has been done, it is important to ensure that learners concentrate during the times set out for studying, as attention and concentration is necessary for memory to form and for learning to occur.

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YEAR-END PREP - STUDY SKILLS (continued)

Tips for optimising concentration:

- ✓ Initiate attention by organising your studying:
 - Refer to the task or to-do list that you have already prepared.
 - Organise your study space and materials.
 - Clear and remove potential distractions (cell phone, Internet, social media, TV and food).



I AM FINDING IT DIFFICULT
TO CONCENTRATE BUT I
AM NOT SURE WHY

- ✓ Sustain attention and increase your focus on the task at hand:
 - Try self-talk. For example: "I need to summarise chapter 3 before I can watch my favourite show tonight."
 - Highlight important information such as relevant facts, keywords and necessary details.
 - Shift attention back to the task at hand if you find that your attention has drifted.
 - Take short breaks - get up, move around and get some fresh air when you feel your attention is dwindling. Do not use breaks to catch up on social media or TV shows as this does not contribute to re-energising yourself.

Reasons for lack of attention and concentration could be attributed to a number of factors which should be addressed. Examples include:

- ✓ Fatigue - get enough sleep (\pm 8 hours) each night and take short power naps in the afternoons if necessary.
- ✓ Hunger and/or poor diet - eat a balanced diet and fill your body with food that provides sustainable energy instead of relying on sugar or energy drinks that only temporarily boost your energy.
- ✓ Medication - if you are on any medication that depletes the minerals and vitamins in your body, ask the pharmacist or doctor to suggest a supplement that could support energy levels and concentration.
- ✓ Lack of interest in the topic - try associating the content you are studying with something you find interesting, or find a way of studying that makes it more interesting for yourself. For example, use music, art or any other talent or hobby you have to present the work in a more enjoyable way.
- ✓ Illness - tend to illnesses as soon as possible and get the necessary treatment as well as increased rest for your body.

Motivation

Motivation plays a large role in the success of studying. If learners can apply effective study methods, they are often more motivated to get started.

Factors that could negatively influence a learner's motivation in their studying are as follows:

- ✓ Internal factors:
 - Poor self-esteem and low confidence in his/her own abilities.
 - Lack of aspirations and goals.
 - Psychological disorders such as depression or anxiety.



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YEAR-END PREP - STUDY SKILLS (continued)

- ✓ External influences:
 - Family pressure and expectations, whether reasonable or unreasonable.
 - Economic difficulty and circumstances at home that are not conducive to studying.
 - Conflict at home.
 - Social problems - friendship and relationship issues or bullying.

Ways to increase motivation:

- ✓ Setting goals
 - Set realistic, measurable and achievable goals.
 - Set both short- and long-term goals. When reaching the short-term goals, it helps to provide a sense of accomplishment to further reinforce motivation for the longer term goals.
- ✓ Personal Choice & Incentives
 - Increase personal motivation by working and focusing on your self-worth and confidence as well as considering future aspirations.
 - Plan and allow small incentives for yourself to motivate you to get the work done. (Make time for hobbies, exercise and fun activities.)
 - External motivation - parents can implement consequences and incentive rewards in order to motivate their children to give it their best effort.

I hope that these tips and suggestions will help our learners to implement more effective study habits during exam times and in other areas of their daily lives.

Should your child need support with any of the aforementioned areas, please contact the Grade Tutor or the psychological support services at the school for advice and guidance.

Yours sincerely

Lana Kleingeld (Mrs)
EDUCATIONAL PSYCHOLOGIST

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Parent Talk on ADHD

Topic: Everything you need to know about ADHD

When: Thursday, 11 October 2018

Time: 18:00 for 18:30 – 20:00

Where: Rand Park High School Hall

Speaker: Dr Shabeer Jeeva - Specialist Child & Adult Psychiatrist

RSVP: Bookings essential. Please reserve your seat/s by sending an email to lane.kleingeld@randparkhigh.co.za



School re-opens on 9 October (Day 6 on the timetable)

School reports will be issued as follows:
Grade 12 : Friday, 12 October
Grade 8 – 11 : Tuesday, 16 October

RAND PARK HIGH SCHOOL

