

Getting Organised for Secondary School

(Adapted from the HSE's "From Big Fish to Little Fish" programme).

It is important to be organised when starting secondary school. Here are a few questions to help you get ready.

1. Is my name on all my books and copies?

Helpful Hint: Try using different-coloured stickers/covers to keep organised. For example, you might put yellow stickers/cover on your Maths copy and your Maths book so you will know quickly which copy goes with which book. You may also wish to colour Maths in yellow on your school timetable.

2. How do I pack my schoolbag to make it easy to keep organised?

Helpful Hint: Choose a bag with a number of different compartments. Try putting big books at the back and smaller ones at the front. Put loose sheets into a folder. Keep your journal easy to find as you will need to use it frequently. Keep your lunchbox and drink separate to your books if you can.

3. Do I fill in my homework journal every day?

Helpful hint: In secondary school you will have different subjects on different days so it is a good idea to write your homework for each class into your journal straight away.

4. Do I check my homework journal every night?

Helpful Hint: Check your journal every night to see what subjects you have for homework. Then use the checklist at the end of this document ("*Homework Checklist*") to tick off each section of homework as you do it. Make sure you use your journal to record all homework and reminders for school (e.g. notes needed for a school trip, project etc.)

5. **Do I check my timetable every morning before I go to school to make sure that I have everything I need for the day in my schoolbag?**

Helpful Hint: Check your journal every morning (or even the night before) to make sure you have everything you need for school. Use the checklist at the end of this document ("*What Do I need?*") to make sure you remember to pack everything.

6. **Remember:** You don't have to bring all your books every day- just the ones you need for the subjects that day.
7. Finally, if you are having problems let someone know. Remember lots of people find first year difficult, but people will help you if you tell them you need help!

Helpful organisational tips

1. Make a 'To Do' list

List items in order of how you will complete them (e.g. easy item first, then hard item, then an easy one etc.)

2. Calendar

Have a calendar in your bedroom; write down all upcoming events, training sessions, project due etc.

3. Folders

Keep folders for different school subjects (put loose sheets in folders- keep different subjects separate)

4. Post-it Notes

Use post-it notes in room/on desk to write down reminders.

5. Reminders

Use reminders on your phone e.g. get permission slip signed by parents, remember ingredients for Home Economics, bring P.E. gear in to school etc.

6. Calendar on phone

Use calendar on phone to take note of upcoming events

7. 'To Do' & 'Finished' boxes

Have 'To Do' and 'Finished' boxes to support homework organisation

Homework Checklist

To keep on top of your homework, below is a checklist with all the subjects you might be studying. You can tick off each subject after you finish your homework every night. (Leave the space blank if you don't do that subject or if you didn't get any homework in it that night).

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
English					
Irish					
Maths					
Science					
History					
Geography					
Home Economics					
Religion					
P.E.					
French					
German					
C.S.P.E.					
S.P.H.E.					
Art					
Business					
Music					
MetalWork					
Woodwork					

I Did All My Homework!

Big Fish to Little Fish



What Do I Need?

In secondary school you will need different workbooks (and sometimes equipment) for every different subject. Fill in the chart to help organise what you need for each individual subject. Leave blank any subjects you are not studying.

Subject	Name of Book and Workbook	Other Things I need for this Class
English		
Irish		
Maths		
Science		
History		
Geography		
Home Economics		
Religion		
P.E.		
French		
German		
C.S.P.E.		
S.P.H.E.		
Art		
Business		
Music		
Metalwork		
Woodwork		

