



# Parent Tip Sheet 3. Life at Secondary School

## How to help your child start PRIMARY or SECONDARY school

- Be interested and enthusiastic
- Attend parent information sessions
- Ensure travel arrangements to and from school are organised
- Organise your child's uniform well before the first day of school
- Learn about school routines and timetables
- Practise organisational skills with your child
- Keep the lines of communication open with your child
- Have a back-up plan in case your child misses their transport
- Discuss emergency and safety issues with your child
- Put your child's name on all personal items, such as clothes, calculators and books.

## Key Contacts at Secondary School

- In secondary school students may have several teachers, and may be concerned their needs and interests could get lost in the crowd.
- It is important to let your child know there are always people who can help. It's OK for you and your child to ask questions or express concerns.
- Your child will have a **Year 7 coordinator** and a **home-room teacher** who will take the roll (checks attendance) and distribute school notices and newsletters. **They are often the key point of contact for any concerns or issues.**
- If your child is Koorie, you can obtain support via a **Koorie Engagement Support Officer** through the school's regional officer .

## Time management tips

Encourage your child to:

- Use a school diary
- Create a 'to do' list
- Draw up a simple home timetable using a calendar to plan activities, study requirements, deadlines for assignments, etc.
- List exam dates and other commitments
- List due dates for essays and work backwards to set mini-deadlines for each stage
- Set an order of priority against each task to help achieve goals to avoid being overwhelmed by what has to be done and then rushing at the end.

### Handy hint

Help your child create a quiet and comfortable place in your home for regular homework and study, away from TV noise and other distractions.



### Handy hint

During the summer holidays encourage your child to have a practice run using public transport to get to and from school.