

Student Organiser Pack

Orientation in Time & Management of Time

The Student Organiser Pack is used by teachers to help students learn about their personal learning styles and to provide resources for discussions about study skills techniques and prospective memory (remembering to do things).

Sessions can be on a one-to-one basis if a student meets up with a teacher / LSA for individual guidance. Alternatively, the Student Organiser Pack can be used in groups or in an after-school club in which some time is given over to teaching study skills.

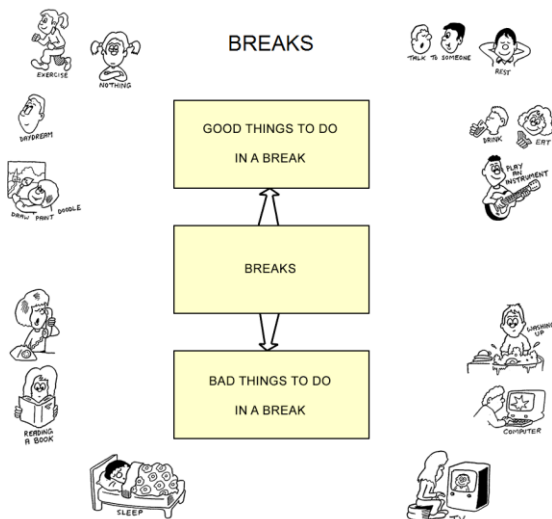
All the templates, including daily, weekly and year planners are on the CD and the pricing structure allows several CDs to be purchased for students to take home and use to print out their own sheets to help plan their homework and revision.

The Pack also comes with an example of a laminated sheet, to demonstrate how students can laminate sheets if they wish to write-on and wipe-off their notes in order to save on paper and printing.

The SOP is used to help students orientate themselves in time, motivate themselves and manage deadlines.

Some students are astonished to be shown the Year Planner, for example, and to see how much non-school time there is. They are used to dealing with time as it happens – minute by minute and hour by hour. Providing them an annual view on a single piece of paper can dramatically change their perception of time and help them to understand how events can be allocated to slots of time in the future. Other students may only consider the big picture. They may state that they intend to do this and that at various points in the future but somehow those things are never done. The daily sheets, and planning homework and breaks (for example) in slots of 15 minutes, can help them to start tasks and finish them.

Other sheets are designed to provide a stimulus for discussions about time management, such as good vs bad things to do in breaks, what happens to the memory over the course of a study period and planning your day / week / year and revision time.



WEEKLY SCHEDULE

DATE: _____

DATE:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
6.00								6.00
7.00	G	E	T	U	P			7.00
8.00	W	S	A	L				8.00
9.00								9.00
10.00						EXTRA LESSON		10.00
11.00	S	C	H	D	Z			11.00
12.00								12.00
1.00								1.00
2.00						EXTRA LESSON		2.00
3.00								3.00
4.00								4.00
5.00								5.00
6.00								6.00
7.00								7.00
8.00					CLUB	GO OUT		8.00
9.00								9.00

There are two questionnaires, to help the teacher or parent and student to identify the most important areas to work on. One is for time organisation problems in term time and the other is for those who have problems with revision.

Student Organiser Pack

Number of computers	Product Code	Single Computer Licence	Student Accounts (per CD)	Price excl. VAT * £	Price incl. VAT & discount * £	Qty	Total
3 stand-alone	3SOP	3 CDs for students to take home (each with 1 student account)	1	40.00	48.00		
10 stand-alone	10SOP	10 CDs for students to take home (each with 1 student account)	1	87.00	104.40		
1 stand-alone	SOP1	1 CD, unlimited School use	N/A	87.00	104.40		

Please call 01797 361553 for a quote if you have any different requirements.

Sub-total	<input type="text"/>
P & P	<input type="text"/>
Total	<input type="text"/>

Your details

Name / School Name: _____

Contact: _____

Address: _____

Postcode: _____

Email (in relation to this order) _____

Phone: _____

- Queries: Please call 01797 361553.
- Please send this form to: CALSC, P.O. Box 63, Greatstone, New Romney, Kent, TN28 9AA with cheque or call 01797 361553 to pay by credit card or request a proforma invoice.
- Goods are usually sent the next day after payment is received.

A Single Computer Licence permits installation on one stand-alone computer or laptop. The Student Organiser Pack comprises a set of worksheets and does not have Student Accounts.

* In the UK pre-paid orders are inclusive of postage by Royal Mail and packing. Delivery to the Republic of Ireland and Europe is £15.00 in addition to the quoted price. Cost of delivery to all other destinations is £35. Payment must be made in £ sterling drawn on a UK bank. Some customers may have to pay local taxes upon receipt of their goods, depending entirely on local laws. Exports do not carry VAT.

Student Organiser Pack with Mastering Memory

Number of computers	Product Code	Single Computer Licence	Student Accounts (per CD)	Price excl. VAT * £	Price incl. VAT & discount * £	Qty	Total
3 stand-alone	3SOP	3 CDs for students to take home (each with 1 student account)	1	28.00	33.60		
10 stand-alone	10SOP	10 CDs for students to take home (each with 1 student account)	1	60.90	73.08		
1 stand-alone	SOP1	1 CD, unlimited School use	N/A	60.90	73.08		

Prices available only if Student Organiser Pack is purchased at the same time as Mastering Memory.

www.masteringmemory.co.uk

Sub-total

P & P

Total

Your details

Name / School Name: _____

Contact: _____

Address: _____

Postcode: _____

Email (in relation to this order) _____

Phone: _____

- Queries: Please call 01797 361553.
- Please send this form to: CALSC, P.O. Box 63, Greatstone, New Romney, Kent, TN28 9AA with cheque or call 01797 361553 to pay by credit card or request a proforma invoice.
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