



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.