

## Strategies to Assist Student Organisation

High school can be overwhelming, with multiple classrooms, multiple subjects, multiple teachers, and all the supplies that go with them. It is often the first time students experience the challenge of independently staying organised and it can quickly become overwhelming. The 'black hole' known as the locker seems to swallow assignments and sport's shorts alike! An organised locker can reduce the time spent worrying about where essentials are and allow more time to concentrate on work. A locker should ideally be a well-structured homebase for school-day operations.

Benefits of an organised locker include:

1. There is a place for everything
2. Materials can be located quickly
3. School work is not lost
4. Being on-time for classes
5. Gives a sense of calm and control
6. Lessens chance of damage and loss

### Hints for Effective Locker Management – Locker 101!

#### Locker Organisation

To support your child with locker management, it is highly recommended that two magazine holders be utilized. The most effective style of magazine holder is one that does not have a front lip. This allows for easy access into and out of the holder. Pictured is a J. Burrows Magazine File style available at Office Works. Please note that cardboard magazine holders are not durable enough and will only last a few weeks.



Below is a picture of how to manage an organised locker.



#### Top Shelf

Hat

School bag

#### Lower Shelf

Magazine holders

Exercise & text books

Time table on inside of door

## Colour Coded Book Labels and Matching Time Table

Once students have covered their exercise books, Wahroonga Adventist requires that Year 7 students use the provided colour coded book wraps to label their books. These colour coded labels match the colours used by our school when colour coding student timetables and match the spine of textbooks. This enables students when reading their timetable to quickly find the appropriate books and get to class in a timely manner with all necessary equipment.

Instructions on how to use colour-coded labels

1. Download the colour coded labels from the school website.
2. Cut out each label and fold on the dotted line.
3. Cover the exercise book in the book covering of your choice (optional).
4. Glue the book label to the top of the book. There will only be a short piece, that overlaps, to the back of the book.
5. Cut clear contact into strips larger than the label size
6. Use contact to cover attached label.



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