



THE SETTLERS HIGH SCHOOL ACADEMIC MAINTENANCE 26 June-9 July 2020



26 June 2020

Dear Parents and Learners

ACADEMIC MAINTENANCE: PART 8

Our learners have adapted well to the idea of online learning and we are proud of them for showing courage and trying their best under the circumstances. It has however, come to our attention that many learners struggle with time management. Please see **page 2** for some helpful tips.

Kindly take note of the following:

Grade 8 and 9 learners will enjoy an “online holiday” starting on the **26th June and ending on the 2nd July**. This will be followed by a **catch up week starting on 3 July and ending on 9 July**. Learners are encouraged to use this time wisely and to communicate with their educators should they need any additional assistance or guidance.

Grade 10 and 11 learners will have a **catch up and preparation week**, ahead of their return to school on 6 July and 8 July respectively.

We will resume our usual two week academic plan for Grade 8 and 9 on 10 July when new work will be uploaded. This will give any learner who may have fallen behind, the opportunity to catch up and will ensure that all learners start with the new academic work at the same time.

We look forward to welcoming our Grade 10 and 11 learners back to school, we have missed them!

Kind regards

The Settlers Management & Staff

TIME MANAGEMENT AND SELF CARE TIPS

1. Create a schedule or routine

- ✓ Set aside time to focus and time to take a break – a good idea would be to follow the timetable as though you were at school.
- ✓ Work a set number of hours a day.
- ✓ Create a neat workspace and tune out distractions.



2. Set daily goals

- ✓ Create a list of daily tasks or goals you wish to complete or achieve.
- ✓ Once you have completed a task, exercise or lesson, cross it off or tick it off or mark it “DONE” and remember to reward yourself.

3. Make time for yourself

- ✓ Do something fun or something you enjoy.



4. Avoid procrastination

- ✓ “Rather do a task than live in fear of it”

5. Work when you are at your best

- ✓ Decide which part of the day you are most alert, for example: morning, afternoon or evening.

6. Exercise to relieve stress and get enough sleep

- ✓ A healthy body leads to a healthy mind



7. Don't panic if you fall behind – work to the best of your ability – that is enough