



12/11/ 2018

Re: Study Skills Programme

Dear Parents & Guardians,

This letter is to inform you about a *Study Skills Programme* which will be taught to all students over the next month. The programme is based on research carried out with the staff and students of Naas CBS and is designed to meet the needs identified. The programme should help the boys make better use of the time they spend studying and so help them to achieve their potential in all subjects.

Your involvement will be of great benefit to the boys, particularly in the areas of organising a work space and making out a timetable.

The place where your son studies should be quiet, bright, warm enough and equipped with the basics needed for study: pens, paper, maths set, calculator etc. A lot of time is wasted at study sessions looking for a pen or a book. **It is crucial that electronic devices e.g. mobile phones, iPods etc. are not in the study area.** You can help a lot by setting up a good work space and encouraging your son to keep it equipped and in good order.

Planning the use of time is also essential. We will give the students a blank timetable and ask them to fill it out honestly, including time spent studying, watching television, playing sports, on social media etc. The timetable should be filled out for a full seven days and can be used to identify problem areas. Students can then make out a new timetable which includes leisure activities and study time.

Your help with this will be invaluable in making out the timetable and in encouraging the boys to use it every day.

Our study skills programme will consist of three classes and we will inform you via the school App when these are taking place.

Class one: How the mind works and Learning Styles

This class teaches us how the mind works. During the class the boys will be given a blank timetable and asked to fill it out honestly over the next seven days. First year students will also be given a workbook and asked to complete a questionnaire to establish their own learning style. Your help and encouragement with this will be of great benefit to your son.

Class two: Planning and Study Timetables

During this class the students will evaluate the trial timetable and discuss the changes that need to be made. They will also discuss the benefits of an organised work space and good use of study time. *Again your involvement is essential.*

Class three: Study Skills

This class will focus on the importance of *Active Study* and the various techniques that can be used to get the most from study time.

Be Active!

- **Make notes**
- **Make mind maps**
- **List key words or ideas**
- **Draw relevant diagrams**
- **Ask yourself questions**
- **Discuss topics with friends**



We have summarised the Programme with an easy to remember mantra which emphasises the most important points.

- ***Plan your Time***
- ***Organise your Space***
- ***Study Actively!***

The first year students will also be given a workbook to use in conjunction with the classes. The information from the workbook and also the three classes will be available on the website under '**Study Skills**'. If you wish to view the material:

- 1) Go to our website – www.naascbs.ie
- 2) Choose '**Study Skills**'
- 3) Log in using the password **Kildare123**

You can now view the three classes which will be taught to the boys.

Copies of the study timetable will be on the website and you can print as many copies as you like from there.

We hope that this programme will be of benefit to the students and welcome suggestions from you which could improve the Programme for next year.

With Kind Regards,

A handwritten signature in black ink that reads "Ben Crowley". The signature is written in a cursive style and is positioned above a horizontal line.

Principal