

Year 11 Bulletin

Monday 20th April



Message From the Year Team

Hi Year 11,

We hope that you are keeping well!

Most of you will have had a call from your tutor or the year team before Easter. We will continue to touch base over the next few weeks.

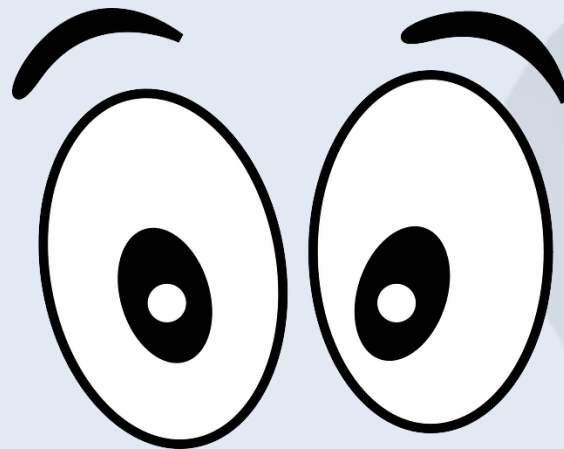
If there is anything you want to speak to us about, please send us an email.

Hopefully you have all seen the letter on the Channel about exam grades. There will be more information coming out about this...

Look Out For...

There will be more information about the following coming out in the next few days:

Virtual Careers Fair – Wednesday
Year 11 Transition Work – A Level Ready
Exams and Coursework



Staff Contact

Year 11 Team

Ms Goldby – tgoldby@nottinghamacademy.org

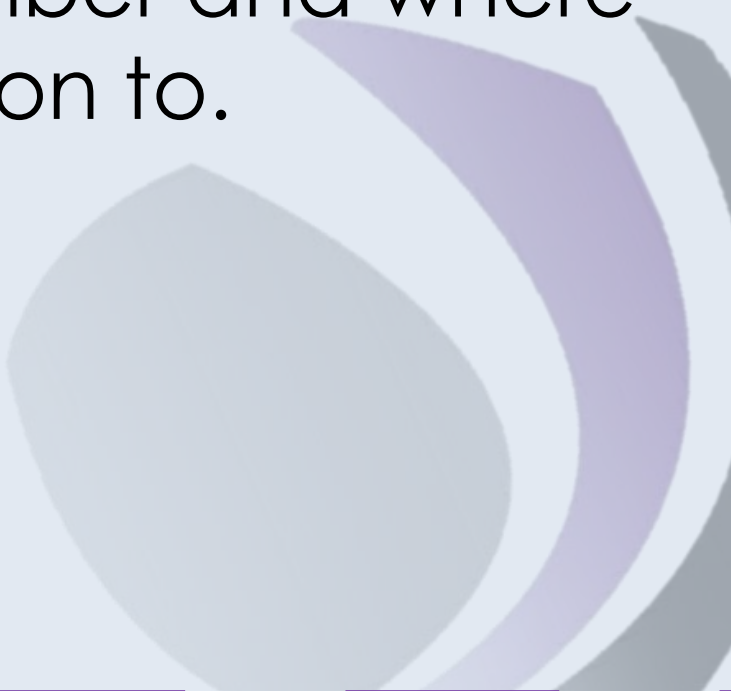
Ms Geary – lgeary@nottinghamcademy.org

Ms Smikle – ismikle@nottinghamacademy.org

Feel free to send us an email if you have a query.
Try to show good email etiquette!

Careers

We have passed on your details to careers advisors who may give you a call as they need to check that you have a place for September and where you are going on to.



Sixth Form

If you have applied to sixth form and have already had your interview, your place for next year is secure providing you meet the requirements of 5 grade 4s or above, including maths and English.

If you haven't had your interview yet, the sixth form team will be making calls to you this week, so you will have your interview over the phone and have the chance to ask any questions.

If you still haven't applied to sixth form and would like to, it isn't too late. You can apply through this link:

<https://www.nottinghamacademy.org/form/?pid=15&form=30>

If you have any questions regarding your place next year, please email the sixth form team on the below email – they will be happy to help.

NAC-sixthformadmin@nottinghamacademy.org

Time Management

The next few slides will help you to make a plan to organise your time.

Planning and organising your time will be essential when you start college and have plenty of work to do, but it is also a good habit to get in to now, to make sure you are in good routines for college.

Time Management

Many students feel overwhelmed by the amount of work they have to do. Some keep lists – scribbling down jobs and crossing them off when they're done. And lists are good – they help you keep on top of what it is you've got to do.

The drawback of a list is that it doesn't tell you what to do first. A better tool to use for prioritising tasks is an Energy Line – it beats a to-do list any day of the week. Scott Belsky suggests this technique in his book *Making Ideas Happen* (2011). We love it! It helps you put things in order according to how much effort or energy you need to give them.

Time Management

- » **Step 1** – You start by listing all the tasks that you've got to do in the space below. Just empty your head of every task you can think of. Don't move onto step 2 until you are confident you've included everything.
- » **Step 2** – This is where you prioritise the tasks. Put things on the left-hand side – high or extreme – if you need to work with lots of energy to get them done by the deadline. Put them on the right if you can kick back and leave it for a bit. Attach dates for submission and you're really getting there. You'll notice that there are a maximum number of tasks that you can include at the bottom of each column. For example, you can only have two tasks in the extreme column. It might be useful to use small sticky notes for each task, so that you can pull them off when you've completed.

Step 1 – List All the Tasks in the Box Below

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.....
.....
.....
.....
.....

Time Management

Step 2 – Prioritise Your Tasks on the Table

Extreme	High	Medium	Low	Idle
Max: 2 tasks	Max: 4 tasks	Max: 8 tasks	Max: 4 tasks	Max: 2 tasks
.....

Time Management

Final Thoughts

Project management tools like this often work because they tell us what our next one or two tasks are. Even when our to-do list seems huge and overwhelming, as long as we know what's next, we're often OK. It means we can ignore the big picture for a little while and just concentrate on the next thing on the energy line.

Consider the following possibilities:

Are you burying an important job lower down the line – one you really need to get done? What is the one item on the list that you're dreading the most ... and is there a way you could get it started right now?

Could you take a task you're reluctant to start and replace it with three smaller jobs – the beginning, middle and end of the bigger task? You'll have more jobs on your Energy Line, but they'll each be easier to complete.

Try estimating the time it would take to complete each item on your list and write this next to the task. Then add up all the tasks and see how much time you've predicted this will take in total. You might be surprised – it might be four or five hours when you thought it would take much longer!

Each time you complete a task, consider transferring it to a 'done' list. As you see the list grow, you'll feel more and more positive about everything you've achieved.

I do this often. I put off doing the jobs I least enjoy doing, and build myself up to thinking it's a huge task, often choosing to do less important but more fun jobs first. More often than not, the big job I put off doesn't take long at all and I always feel better for having done it.

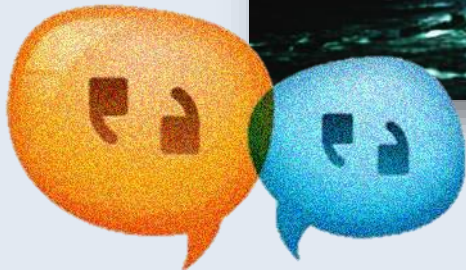
Ms Geary

Quote of the Week



**THERE ARE SOME THINGS
YOU CAN ONLY LEARN
IN A STORM.**

PictureQuotes.com



WORD OF THE WEEK

ACADEMIC LANGUAGE

FLUCTUATE

fluctus (Latin: flow, current, wave)

VERB:
Rise and
fall irregularly
in number
or amount

ECONOMICS: “Trade
with other countries
tends to fluctuate
from year to year.”

GEOGRAPHY:
“In the desert,
the temperature
fluctuates
dramatically.”

TOURISM: “The visitors
fluctuate greatly in
number from year to
year, influenced by
various factors.”

SYNONYMS:
vary, differ, shift,
change, waver, swing,
alternate, oscillate
ANTONYM:
be steady

Who would use this
word?
Scientist, Politician,
Economist, Researcher,
Financial advisor

fluctuate | fluctuates | fluctuated | fluctuating

Safety Notice

NetworkRail



**Shorter clip
You vs Train**

Longer clip that you will need to subscribe to watch, but worth it.
<https://learnliveuk.com/network-rail-secondary-school-safety-talk/>