10 Keys To Success

Guide to making a successful start at secondary school

1 Respect and Responsibility

You are important

You are valued

Your opinions matter

RESPECT is not only the number 1 key, it is also the foundation of our relationships with people.

- We are all different and we have to respect what others think and believe. In turn others will respect you.
- Take pride in your appearance and cleanliness.
- Make sure you wear the correct uniform to school every day.
- Your uniform shows that you are part of the school community.

Respect Yourself and Others – Listen – Be Polite – Be Considerate

2 Good Attendance

Good attendance =

Good results at all key stages

Good attendance will help you to:

- Do better at school;
- Perform well in coursework and in exams/tests;
- Have continuity of friendships and learning;
- Have good references for further education or employment;
- Form good habits for later life.

Each week has ten attendances ...

always aim for 10/10 and be punctual
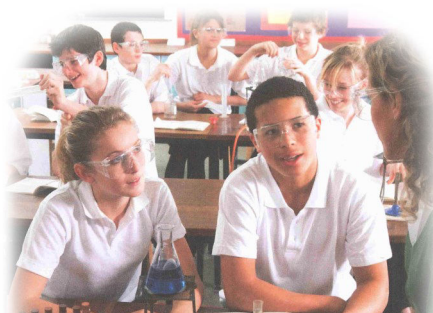
3 Be Equipped
A good worker always has the right tools ready to use

- Make sure you have the correct equipment with you all of the time.
- Take the advice of teachers and parents.
- Check your bag every day.
- Make a checklist for example:
  Pens, pencils, calculator, eraser, geometry set, coloured pencils, ruler, relevant books, school planner etc.

Check List
- ☑ Pens
- ☐ Pencils
- ☐ Calculator
- ☐ Eraser
- ☐ Ruler
- ☐ Planner

4 Be Organised
Use your timetable and planner to help you think ahead

- Your school will provide you with a school planner or timetable.
- Your form teacher will show you how to use it. This is so you can organise your time – it's like a diary but more geared up for learning.

5 Listen

Respect and listen
Concentrate on what you hear

You expect your family and friends to listen to you and give their full attention when you are talking. Your teachers expect the same from you.

- Don't be embarrassed to ask the teacher if you don't understand, but don't shout out.

- Put your hand up and only speak when the teacher asks you to.

6 Follow Instructions

Read and listen carefully to instructions

- Most of the time in school you will have to follow instructions by listening so it is important that you concentrate.

- Try to remember the instructions.

If you are unsure of what to do, don't be afraid to ask for help.

7 Beat the Teachers!

Find your own mistakes before the teachers do

You can do this by checking your work before you hand it in.
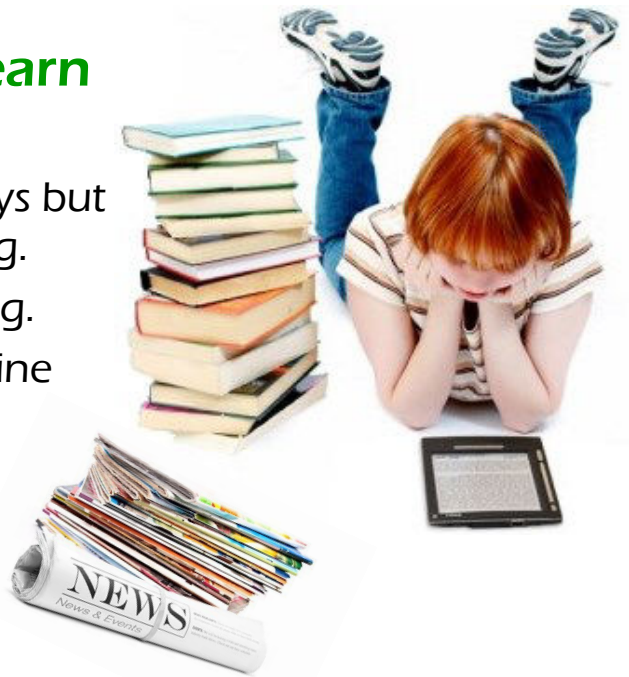
Always check your work thoroughly!

8 Read, Read, Read!

Reading improves with practice

Read for Fun – Read to Learn

- You acquire knowledge in many ways but the most important way is by reading.
- Never miss a chance to read anything.
- Try to read a newspaper or a magazine of your interest at least once a week.

9 Number Practice

Never miss a chance to practice using numbers

Make sure you know your times tables

Why is maths so important?

- Maths is a skill needed for life.
- It is also a legal requirement for all pupils in school to be taught English Maths & Science. All universities require GCSE passes (grade C or above) in both English and Maths for most of the courses they offer.

So in school try your best to do well.

Ask when you need help - teachers want you to succeed.
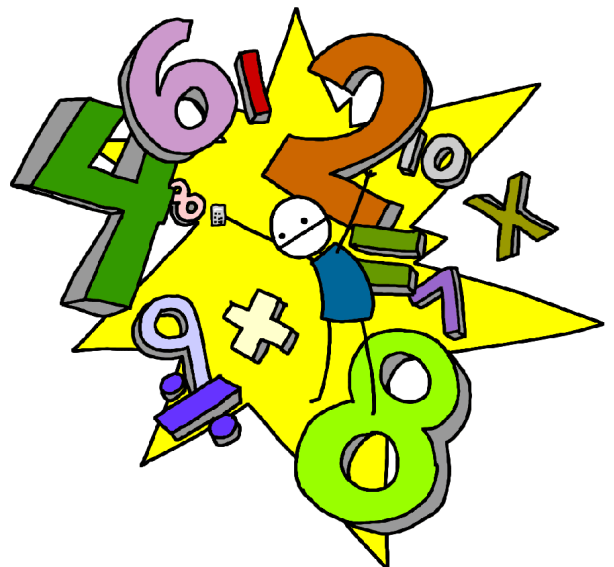
The Internet

Consider how your internet activity could affect you and others in future

Not everything on the Internet is helpful, legal or true

Always

- Keep your passwords secret;

- Ask your carer or parent for permission before you sign up for anything;

- Be careful what you post online and with whom you share it;

- Make sure your carer and social worker know what you are up to online;

- If anything on the internet upsets you tell a trusted adult straight away – it's not your fault;

- You may find that many of your friends are on social networking sites like Facebook and Twitter. These sites are not suitable for your age-group and you should not be using them;

- Refuse to meet someone in real life who you've only spoken to on the internet;

- Avoid copying text directly from the internet;

- Check that any information you get from the internet is correct;

- Follow any rules about the use of the internet and new technology that you agree with your school, carer or social worker.
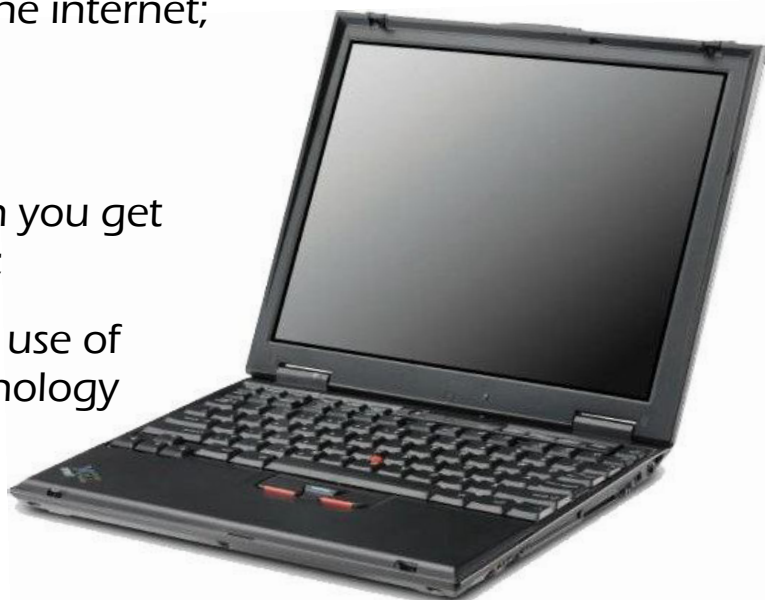
Website Watch

BBC Bitesize

bbc.co.uk/bitesize/ks3/

Fun activities and games to help you with Maths, English, History, Science Geography, and ICT.

TATE KIDS

http://kids.tate.org.uk/

Feeling crafty? Loads of creative ideas, information and interactive activities.

New York Philharmonic Orchestra Kidzone

nyphilkids.org

Compose simple tunes using different instruments, play games and make your own musical instruments.

Mangahigh

mangahigh.com/

Maths based games and resources.

Love Reading 4 Kids

Need a good book to read? See reviews and ideas at lovereading4kids.co.uk

Planet Science

Free & fun science resources at planet-science.com

Think U Know

Learn about how to stay safe on websites mobiles and other new technology at thinkuknow.co.uk/

Childnet

Find out all about the latest online safety risks and how to avoid getting into trouble at childnet.com/

Practice Your Times Tables

1 x Table	2 x Table	3 x Table	4 x Table
1 x 1 = 1	1 x 2 = 2	1 x 3 = 3	1 x 4 = 4
2 x 1 = 2	2 x 2 = 4	2 x 3 = 6	2 x 4 = 8
3 x 1 = 3	3 x 2 = 6	3 x 3 = 9	3 x 4 = 12
4 x 1 = 4	4 x 2 = 8	4 x 3 = 12	4 x 4 = 16
5 x 1 = 5	5 x 2 = 10	5 x 3 = 15	5 x 4 = 20
6 x 1 = 6	6 x 2 = 12	6 x 3 = 18	6 x 4 = 24
7 x 1 = 7	7 x 2 = 14	7 x 3 = 21	7 x 4 = 28
8 x 1 = 8	8 x 2 = 16	8 x 3 = 24	8 x 4 = 32
9 x 1 = 9	9 x 2 = 18	9 x 3 = 27	9 x 4 = 36
10 x 1 = 10	10 x 2 = 20	10 x 3 = 30	10 x 4 = 40
11 x 1 = 11	11 x 2 = 22	11 x 3 = 33	11 x 4 = 44
12 x 1 = 12	12 x 2 = 24	12 x 3 = 36	12 x 4 = 48

5 x Table	6 x Table	7 x Table	8 x Table
1 x 5 = 5	1 x 6 = 6	1 x 7 = 7	1 x 8 = 8
2 x 5 = 10	2 x 6 = 12	2 x 7 = 14	2 x 8 = 16
3 x 5 = 15	3 x 6 = 18	3 x 7 = 21	3 x 8 = 24
4 x 5 = 20	4 x 6 = 24	4 x 7 = 28	4 x 8 = 32
5 x 5 = 25	5 x 6 = 30	5 x 7 = 35	5 x 8 = 40
6 x 5 = 30	6 x 6 = 36	6 x 7 = 42	6 x 8 = 48
7 x 5 = 35	7 x 6 = 42	7 x 7 = 49	7 x 8 = 56
8 x 5 = 40	8 x 6 = 48	8 x 7 = 56	8 x 8 = 64
9 x 5 = 45	9 x 6 = 54	9 x 7 = 63	9 x 8 = 72
10 x 5 = 50	10 x 6 = 60	10 x 7 = 70	10 x 8 = 80
11 x 5 = 55	11 x 6 = 66	11 x 7 = 77	11 x 8 = 88
12 x 5 = 60	12 x 6 = 72	12 x 7 = 84	12 x 8 = 96

9 x Table	10 x Table	11 x Table	12 x Table
1 x 9 = 9	1 x 10 = 10	1 x 11 = 11	1 x 12 = 12
2 x 9 = 18	2 x 10 = 20	2 x 11 = 22	2 x 12 = 24
3 x 9 = 27	3 x 10 = 30	3 x 11 = 33	3 x 12 = 36
4 x 9 = 36	4 x 10 = 40	4 x 11 = 44	4 x 12 = 48
5 x 9 = 45	5 x 10 = 50	5 x 11 = 55	5 x 12 = 60
6 x 9 = 54	6 x 10 = 60	6 x 11 = 66	6 x 12 = 72
7 x 9 = 63	7 x 10 = 70	7 x 11 = 77	7 x 12 = 84
8 x 9 = 72	8 x 10 = 80	8 x 11 = 88	8 x 12 = 96
9 x 9 = 81	9 x 10 = 90	9 x 11 = 99	9 x 12 = 108
10 x 9 = 90	10 x 10 = 100	10 x 11 = 110	10 x 12 = 120
11 x 9 = 99	11 x 10 = 110	11 x 11 = 121	11 x 12 = 132