Bluecoat Wollaton
believe in yourself, in others, in God

Step by step guide:
How to complete Knowledge Organiser homework in 8 easy steps

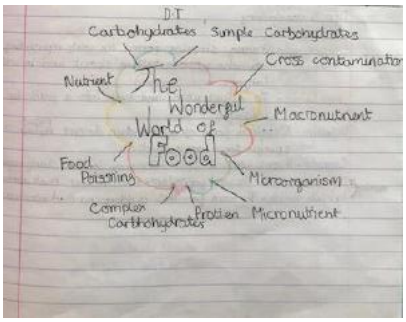
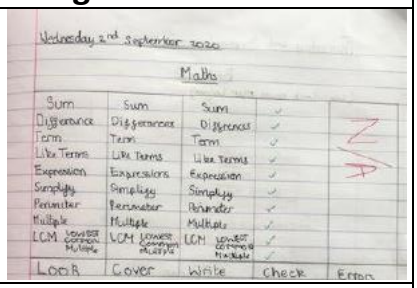
<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td>1</td><td>Check the schedule page in your Knowledge Organiser for the appropriate week/day.
<table>
<tr><th>Week starting:
28th Sept</th><th>Subject 1</th><th>Subject 2</th><th>Signed off</th></tr>
<tr><td>Monday</td><td>English</td><td>Art</td><td></td></tr>
<tr><td>Tuesday</td><td>Music</td><td>Drama</td><td></td></tr>
<tr><td>Wednesday</td><td>Maths</td><td>DT</td><td></td></tr>
<tr><td>Thursday</td><td>Bedrock</td><td>Spanish</td><td></td></tr>
<tr><td>Friday</td><td>Science</td><td></td><td></td></tr>
</table></td></tr>
<tr><td>2</td><td>Check your homework planner for the last week to see what task you have been directed to complete on this day by your teacher.

Example task:

English: (Due in Monday 5th October) Look back at Section B of your KO on (p8) and complete/fill in the Frayer diagrams for the first 8 terms on this list.

A teacher should always set a specific task, directing students to a particular part of the Knowledge Organiser, and to learn this in a specific way. If this isn't noted in the planner, then 1) email the class teacher to ask about the task and if you haven't had any response 2) use your initiative and learn an aspect of the KO that follows on from the previous week.</td></tr>
<tr><td>3</td><td>Set up your page in your brown book as per the instructions within the KO book.
This must include the date in the top left corner of the page, and dividing the page in half with a title for each section based on the subject being studied.

 </td></tr>
<tr><td></td><td>Subject 1</td></tr>
<tr><td>4</td><td>Before you start the task, you should look at the section of knowledge that your teacher has asked you to focus on this week. You should read it through once, and check that you understand all of the words/ideas in this section. Look anything up that you are unsure of in an online dictionary/encyclopaedia.
You might want to practice covering up the page and checking how much you can hold in your brain before you even begin.</td></tr>
</table>

5	For **subject 1** – follow the instructions from your class teacher to complete your learning for this subject. For example, you may have been asked to transform your knowledge from the KO booklet into another form, e.g. flashcards to self- quiz, quiz questions. Or you may have been provided additional resources to apply your knowledge from the KO such as: matching activities, comprehension questions. Or perhaps the teacher will have asked you to memorise some information, possibly using: look cover write check, or another strategy. **Reminder: None of the KO tasks you are set will ask you to copy. Copying is NOT learning.** 
6	Ensure you use the skill of **self-checking** once you have completed your task. This should be evident with a different coloured pen, to help spot your successes and also areas you need to focus on in your revision/re-learning. 
7	Repeat steps 4-6 for **Subject 2**
8	Make sure you **tick off the subjects on your schedule** in your KO and get a parent/carer to sign this. Also you should add in any minutes of reading on the reading log page.

Week starting: 28th Sept	Subject 1	Subject 2	Signed off
Monday	English ✓	Art ✓	
Tuesday	Music	Drama	
Wednesday	Maths	DT	
Thursday	Bedrock	Spanish	
Friday	Science		

For further information on the reasons why we use a Knowledge Organiser and how students should undertake Knowledge Organiser homework, please watch the videos on the school website under the 'Learning tab>Knowledge Organisers'

For further advice on self-checking/self-testing, please look at the upload on the above page of the school website entitled: 'How to self-test with the Knowledge Organiser'