

Blacktown Girls High School  
 Fifth Avenue,  
 Blacktown  
 2nd July, 1965

Dear Parents,

If you wish your daughter to obtain the maximum benefit from her school it is most necessary that regular homework and study should be done each night.

I would suggest that the following should be the minimum times for homestudy:-

1st Form.	1½ hours.
2nd and 3rd Forms	2 hours.
4th Form and 5th Year	3 hours.

It is most important that all set homework and written exercises should be completed as soon as possible after the work has been set. In addition the work covered in daily lessons should be carefully learned, and there should be constant revision of past work.

Learning should always be active and purposeful. The following activities help in concentration and in ensuring that the work has been thoroughly mastered:

Summary making, headings, notes, diagrams  
 formulae building, vocabulary, writing out sections  
 of work from memory and discussion.

A homework plan should be followed so that all subjects are covered in a systematic manner. Several subjects should be covered each night.

You can help your daughter by seeing that she has a quiet place in which to study without distraction and by checking her homework diary each night. This could be kept as follows:- (Sample only for two (2) nights).

Time spent on Subjects.

Date	English	Maths	Geography	Science	Commerce	Art	French
3.6.65	30 mins.	30 mins	20 mins	20 mins			20 mins
4.6.65	20 mins	20 "			30 mins	30mins	20 mins

Please remember that success at examinations depends on steady application, not only in the class room, but also at home.

Special Study points for Individual Subjects:

English:

- Careful reading of all set texts.
- Extending vocabulary by copying all new words from texts and general reading into Spelling Books and learning to use these words correctly.
- Memorization of verse.
- Read all class notes carefully and learn them. Make summaries and invent helpful mnemonics too, as study aids.
- Revising all grammar notes.
- Preparing book reviews and contributions for class magazines.

Mathematics.

- Bookwork i.e. Tables, rules, definitions, laws of number, geometric facts etc. Recite this work over and over until it can be written out perfectly. Test and retest.
- Written Work  
 Revise all bookwork carefully. Repeat examples done in class, particularly new and difficult examples. Use these as models for method and setting out. Work out additional examples from text books.  
 Check all work for mistakes in tables, calculations and copying from one line to the next.

Home Study Plan (continued)

Science:

1. Constantly revise and memorise the important scientific concepts, laws, theories, definitions and formulae.
2. Rote learning is of little value unless you understand the ideas. Therefore make sure you can translate technical terms into simple everyday language and that you know the everyday applications of the principles.
3. Make summaries of work covered.
4. Revise theory and practical work together. Particularly note conclusion reached and their implications.
5. Extend and enrich classroom notes and experimental work by reading around topics.

Languages.

1. Revise vocabulary.
2. Revise declensions and conjugations. This revision in both cases will consist largely of complete memorising of work which must be learnt off by heart to form a sound basis for further work.
3. Rules should be revised and examples of their special application should be noted carefully and thoroughly understood.
4. Work done and corrected should be studied and mistakes noted and the correct version examined carefully so that reasons for corrections made, are perfectly clear.
5. Where there is a set reader this should be revised systematically with translation being attempted without reference to an English translation unless difficulty encountered.

History-Geography-Economics

1. Make written summaries of all relevant facts for each topic.
2. Thoroughly memorise summaries.
3. Practise essay writing.
4. Compile maps, diagrams, graphs and learn these.
5. Read widely around topics and enter knowledge beyond actual facts.

Needlework:

1. Practical work set in class should be completed before next lesson.
2. Where possible machine sewing should be done at home.
3. If lessons are a number of days apart, work should be brought to teachers to be checked.
4. Memorise all class notes and text book outlines. Test yourself.
5. Complete any set written work

Home Economics:

1. Follow up theory lessons by reading corresponding sections in text books.
2. Make a summary of study pages set each week. Learn summary.
3. Complete homework questions set each week.
4. Practise practical work at home in Cookery, Laundry and home cleaning wherever possible.

Home Study Plan (continued)

Art

1. Revise Art Notes as in History.
2. Learn to draw the sculpture and architecture from each Culture and the characteristics of each Style.

Yours faithfully,



B.S. Smith  
Principal

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Please detach, complete and return to Roll Teacher  
by Friday, 16th July, 1965.

I have received the letter from the school re Homework.

Signed: .....  
Parent/Guardian

Date: .....

Pupil's Name: .....

Class: .....

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