



21 November 2023

Dear Parent/Guardian

Ultimately successful schools have to be places of engaging learning. We would like to share with you information about an event at our school which is designed to raise awareness about how we learn. This initiative known as 'The Festival of Learning' is aimed at promoting insight and understanding about what constitutes effective learning.

The Festival of Learning will take place on November 21<sup>st</sup> and 22<sup>nd</sup> during which we will engage in various activities and discussions focused on enhancing each pupil's learning skills. The key focus will be on two vital aspects of learning: Retrieval Practice and Working Memory.

**Retrieval Practice:** Research has shown that engaging in retrieval practice can significantly improve long-term retention of information and foster better problem-solving skills. Encouraging your child to practice retrieval is as simple as asking them questions related to their studies or encouraging them to quiz themselves regularly.

**Working Memory** is a cognitive system that allows us to temporarily hold and manipulate information in our minds. It plays a crucial role in tasks like problem-solving and decision-making. We hope that the Festival of Learning days will initially establish an awareness about Working Memory.

Please consult the accompanying guide for parents which provides further details on working memory and retrieval practice.

Each year pupils have the opportunity to engage in a study skills seminar and we are delighted that Inspire NI will be visiting our school during the event to deliver seminars to Year 8 and 12 pupils. In addition, we are proud of the leadership shown by our senior pupils who will be facilitating study skills workshops for Year 11 pupils.

During the Festival of Learning in particular we encourage you to engage in conversations with your child about the importance of these strategies and how he/she can incorporate them into daily study routines. Here are some ways you can help:

- **Supportive conversations:** Talk to your child about the benefits of retrieval practice and working memory. Encourage them to share what they have learnt during the two days.
- **Daily Routine:** Help your child establish a daily study routine that includes time for retrieval practice and tasks to strengthen working memory.

By reinforcing these essential learning strategies, we can collectively create and promote an environment that empowers our pupils to become more knowledgeable about the process of learning.

Thank you for your continued support and partnership in your child's education.

Yours faithfully

A handwritten signature in cursive script that reads "Liz Murray".

E Murray (Mrs)  
VP Curriculum

## The Science Behind Effective Revision



Working memory is finite, meaning we can only absorb a limited amount of information at any one time. Information is processed into our long term memory through learning. This long term memory is unlimited and we can retrieve information from here back into our working memory as needed. If students undertake enough retrieval practice, generating the information in our long term memory, it increases a level of fluency in the subject. Practice makes perfect! The forgetting curve shows how we can lose knowledge over time unless it is consciously reviewed time and time again. Consistent practice and revisiting previous material strengthens memory and boosts learning. Information if not revisited is lost from memory. Our working memory is finite and limited so cramming for revision doesn't work.



Recalling information from memory is simple and powerful. Retrieval practice is a learning strategy which makes you think hard and brings information to mind. It means trying to remember previously learned information as opposed to simply re-reading it. Below are some strategies that can be used for retrieval practice.

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### 4 Methods of Retrieval Practice

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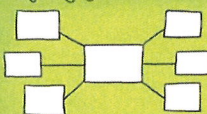
Before you start put away all your books & classroom materials.

**Retrieval Practice Examples**

- Exit Tickets
- \* Starter quizzes
- Multiple choice quizzes
- \* Short answer tests
- Free write
- \* Think, pair, share
- Ranking & sorting
- \* Challenge grids

**BRAIN DUMP**

Write, draw a picture, create a mind-map on everything you know about a topic



Give yourself a time limit, say 3 minutes, then have a look at your books & add a few things you forgot.

**QUIZZING**

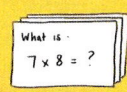
Create practice questions on a topic. Swap your questions with a partner & answer.

Question - What is a metaphor?

- ☐ A comparison using 'like' or 'than'
- ☐ A comparison where one thing is another.
- ☐ A comparison with a human attribute

**FLASHCARDS**

Create your own flashcards, question on one side answer on the other. Can you make links between the cards?



You need to repeat the Q&A process for flashcards you fail on more frequently & less frequently for those you answer correctly

**KNOWLEDGE ORGANISERS**

Complete a knowledge organiser template for key information about a topic.

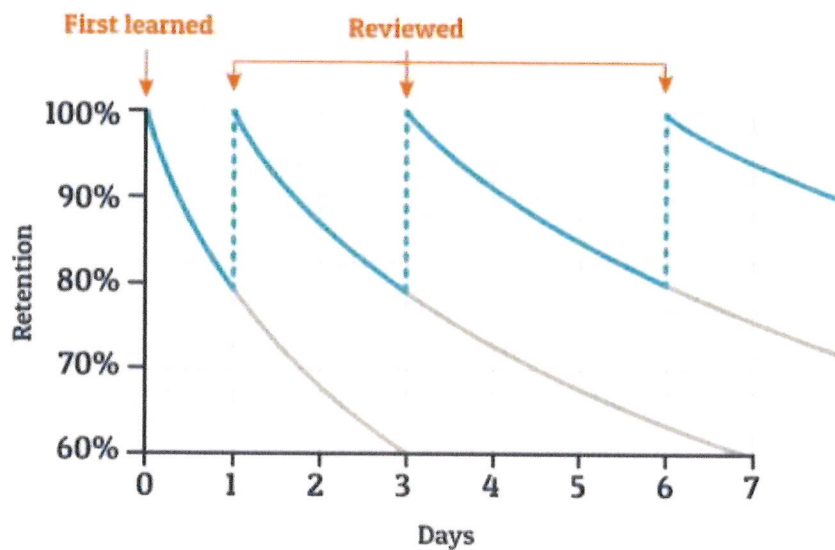
Definition	Draw a picture
Examples	Non-examples

Topic

You can use knowledge organisers to learn new words & make links in between subjects or ideas

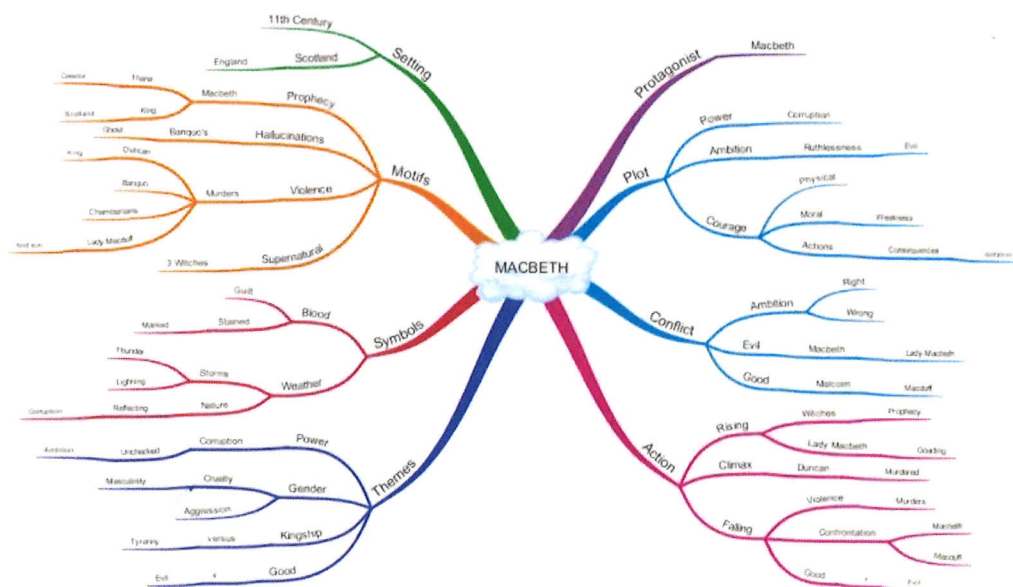
After you have retrieved as much as you can go back to your books & check what you've missed. Next time focus on that missing information

## Typical Forgetting Curve for Newly Learned Information



## Mind Maps

These are the ideal revision technique when trying to summarise large chunks of information. The central bubble holds the key topic and everything around it should be categorised into subtopics with more strands following on from there.





A mind map can be made using <https://coggle.it/> , or they can be made on paper. Here is a great example of how to put one together. <https://www.youtube.com/watch?v=e67gvl0Xu3g>

### **Flash Cards**

Flash cards are great for quizzing, testing or learning key facts. Students should make a flash card about each topic, the flash card should only hold about 20% of the total information required and should include keywords and phrases only. Alternatively, flash cards can be created for Q&A with the question on one side and the answer on the other. The Leitner system is a good strategy to help when revising using flash cards.

- Box 1: Everyday
- Box 2: Twice a week
- Box 3: Once a week

Students can test themselves on the flashcards in Box 1 pile. If the answer is correct on

the flashcard, move it to the Box 2 pile. If it is incorrect, it stays in Box 1.

Twice a week,

students test themselves on the flashcards in Box 2. If the answer is correct on the

flashcard, move it to the Box 3 pile. If it is incorrect, it stays in Box 2. The aim is to get all of

the flashcards to Box 3. See the video below for more information.

<https://www.youtube.com/watch?v=C20EvKtdJwQ>

### **Knowledge Organisers**



These help to summarise key information for an exam unit or topic.

Students need to test themselves on the content of the knowledge organiser. They can be used to help complete a past paper.




Name: \_\_\_\_\_  
AQA GCSE Business – Unit 4

### ORGANISATIONAL STRUCTURES

Tall  Flat 

Key Term	Definition
Hierarchy	
Span of Control	
Delegation	
Chain of Command	
Delayering	

3 Methods of Communication  3 Types of Communication

**TRAINING**

Why do businesses invest money in training staff?

On-the-job Training	Off-the-job Training
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**RECRUITMENT & SELECTION OF EMPLOYEES**

List three reasons why it is important to get the recruitment process right

- Business needs new employees
- 
- 
- 
- 
- Appoint the best person for the job

Centralisation | Decentralisation

Full-Time Employee | Part-Time Employee

Job Sharing | Zero Hour Contracts




**AQA GCSE BUSINESS HUMAN RESOURCES**

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One benefit of a motivated workforce is...

Financial Methods of Motivation

Non-Financial Methods of Motivation

## Top Tips



Encourage your child to make a revision timetable – and stick to it. All of year 11 have been provided with an editable version of a revision timetable that they can personalise. This is in their Google Classroom.



Make sure your child has a quiet space to work, with no distractions. If you have other children make sure they know the importance of revision time. See the next section for further advice on this.



Ensure that your child has one evening a week away from their studies. They should also be taking regular breaks during the study periods. It is far



more effective to do 30 minutes of successful revision rather than plough on for hours on end and not get anywhere.



A healthy diet is a must, feed your child lots of healthy snacks and proper food; not too many sugary snacks and junk food.



Sleep and exercise can also help to give your child the edge in preparing for their exams. Exercising for just 30 minutes has been proven to support the quality of sleep and will help lift stress levels.



Offer to help them with testing or ask if there is something you can do for them. Reassure them you are to support them with both their welfare and their studies.



Know the date, time and location of each exam, and support your child in incorporating this into their revision timetable. When the exam timetable is published it will be on the school website and every child will be given their own personalised version.



Most important of all, help your child to keep everything in perspective. Remind them that the better they prepare and the more confident they feel in their subject knowledge the less stressed they will feel when the exams start. But by the end of June the exams will be over and it will be the start of the long summer holidays.

### **Creating a workspace**

Ensure the desk or room being used is free from clutter as that may make it harder to find things and cause additional stress.



Get rid of distractions – TVs, computers and phones need to be switched off. Apps are available that limit screen time.

Try to use as much natural light as possible, but this can be hard over the winter months, so try to ensure the area is well lit so your child is not straining to read their notes.

Use a clock to help manage time (not a phone – that is a distraction!)

Make sure the work space is organised with everything needed prior to starting revision, this will save time looking for the highlighter or healthy snacks!

Click on the button below to see some revision techniques.