10th March, 2016

Dear Parent/Guardian,

Elevate Education – Study Sensei and Time Management Workshops
Wednesday, 27th April, 2016

At the start of the school year, a common refrain from students is “I know I have to study, but what exactly does that mean?” The good news is that the answer is not complicated; it simply requires students to employ strategies that are proven to work. Elevate Education will be delivering two workshops to all senior students to provide them with practical advice, skills and tools. The workshops will be short, sharp, comprehensive and tailored to the specific needs of Xavier students. Students will also be provided with a resource pack to assist them in their preparation for assessments and tasks.

Additionally, we will be providing parents and carers with the opportunity to attend a similar workshop at 6pm on the same date. This workshop will be held in M1 under the Magis Centre. It will provide parents with some of the necessary skills to be able to support their son or daughter during the Higher School Certificate and beyond. Please RSVP via the slip below if you would like to attend.

The workshop program is as follows:

- **Study Sensei** – *Working consistently, note taking, conceptual learning skills, standing out on an assessment.* (1 hour)
- **Time Management** – *Study routine, working smart, study groups, procrastination.* (1 hour)

As this is a compulsory activity, all senior students are required to attend. The cost of attending the workshop is $13.50 and will be charged to your school fee account. If you have any questions about the workshops, please do not hesitate to contact me at the College.

Yours sincerely,

[Signature]

Mrs Sarina McPherson
Literacy and Numeracy Coordinator

Please return to the College Office by Friday, 1st April, 2016.

Elevate Education Workshop – Wednesday, 27th April, 2016

**Student’s Name:** _______________________________  **H/room:** __________

☐ I give permission for the amount of $13.50 to be billed to my school fee account.

☐ I will be attending the Parent Workshop by Elevate Education at 6pm in M1.

□ Number of parents/guardians attending.

**Parent/Guardian Signature:** ___________________________  **Date:** __________

**Parent/Guardian Name (please print):** ____________________________________________