



TRINITY
SCHOOL

Second Year Target Setting Record 2016-17



Name - _____ Form - _____

WELCOME TO SECOND YEAR!

Congratulations, you've made it through your first (or second) year at Trinity; welcome to the 2nd Year! Last year, you will have hopefully spent some time reflecting on your own progress, setting yourself targets and considering how you can take more control of your own learning.

This year, the expectation will be that you do more of the same – much more, actually. Now that you are seasoned veterans, you may find that the expectations that teachers have of you change and, realistically, your own expectations of yourself should change too. You will experience many new things this year: new tutors, new subjects, new interform competitions, new opportunities. Mid-way through the year you will also make your first decision about which subjects you wish to study in the future, and which you would like to discontinue. The target-setting process works slightly differently too; this year you will be asked to think in terms of 'long' and 'medium-term' goals, and to consistently review your progress towards them.

Some things, however, have not changed. Still, in everything that you do, we (your teachers, coaches, mentors) want you to get better and better. To help you do this, we will continue to give you loads of advice. This could come in a number of ways – it could be written on homework or classwork, you might be told verbally to do something slightly different and see if that works better, you might even be asked to mark your own or somebody else's work.

Importantly, however, the expectation from now on is also that you will take increased ownership of your own educational progress – try to think consistently about what you can do to ensure that you are both getting regular feedback and responding to it.

Remember, however, that the whole point of being given advice is that we want you to be as good as you can possibly be. Sometimes we can see feedback as criticism, but the best way to respond is to reflect on the advice you have been given, think about what the teacher wants you to change (and why) and to work out how best to apply the advice you've been given.

Try to see this book as a tool to help you with this process, which you will use in different ways:

- At the back there is a series of pages which will enable you to record written and verbal advice which your teachers give to you.
- Each half-term, you will be asked to reflect on how things have been going – what's gone well, what hasn't gone well, what could you have done differently?
- You will also be asked, on a termly basis, to set yourself targets and to review your progress towards them.

Ultimately, however, this book remains a piece of paper. Whilst it is designed to help you along your educational journey, it will not make the changes for you. The important thing is for you to internalise the processes laid out in this book and **ensure that you action what you have written down**. Only you – not me, not your tutor, not this book – can ensure that you continue to improve and achieve what you want to achieve.

Most importantly, enjoy the year!

Mr Pietersen

RECORD OF TARGETS

Use these pages to record the targets you set yourself. If, when reviewing a target, you decide that you need a new one or that it needs to change, make this clear in the 'Review' box.

Long-Term Targets

	Target One:	Target Two:
Review: Autumn 1		
Review: Autumn 2		
Review: Spring 1		
Review: Spring 2		
Review: Summer 1		
Review: Summer 2		

Medium-Term Targets: Autumn Term

Target: Think SMART, and explain how you will know when you have met it	Review: To be filled in at half-term – how have you progressed towards the target, how will you continue to do so? Do you need to rethink?	Met? To be filled in before Christmas – did you meet the target? Why? (Not?)
Academic:		
Extra-Curricular:		

Medium-Term Targets: Spring Term

Target: Think SMART, and explain how you will know when you have met it	Review: To be filled in at half-term – how have you progressed towards the target, how will you continue to do so? Do you need to rethink?	Met? To be filled in during the Easter Holiday's – did you meet the target? Why? (Not?)
Academic:		
Extra-Curricular:		

Medium-Term Targets: Summer Term

Target: Think SMART, and explain how you will know when you have met it	Review: To be filled in at half-term – how have you progressed towards the target, how will you continue to do so? Do you need to rethink?	Met? To be filled in before summer – did you meet the target? Why? (Not?)
Academic:		
Extra-Curricular:		

THE YEAR AHEAD...

At the start of the year, it is useful to think about your expectations and aspirations for the terms ahead. Try to think about your experience at Trinity last year, and how you think this year will go, and answer the questions below:

1. Your experience changes as you progress through the school – what do you think will be different about 2nd year? Try to think of your position in the school, choices you might have to make later in the year, people’s expectations of you etc.

2. What about the 2nd Year are you most looking forward to?

3. Describe the four things which gave you most satisfaction at school last year. At least two should be related to your academic work, and at least one should be extra-curricular.

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4. What do you think was the biggest factor that contributed to your progress last year and why?

5. How will you ensure that your success is continued this year?

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6. If you could change just one thing about last year, what would it be and why?

TARGETS – AUTUMN TERM.

In order to continue to improve, it is important to set ourselves goals and to consistently review our progress. As much as possible, this process should be **self-reflective**. Hopefully, the pages above have helped you along the way in starting this progress, whilst also giving you an idea of what you want to achieve this year.

TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 5/9/16):

1. Read over your comments about last year, and perhaps revisit last year's target setting book if you still have it. Set yourself 2 year-long targets; these should be as specific as possible, but should only relate to the year as a whole. One example might be: *To partake in 2 extra-curricular activities every term.* Write these down on the 'Long-Term targets' page.
2. Now think a bit more specifically about the autumn term – how does this fit into your overall plan for the year? What is it that you would like to achieve by Christmas? Set yourself **at least two targets, one of which should be academic, and one of which should be extra-curricular.** Write these down on the autumn term targets page.

REVIEW – AUTUMN TERM: 1ST HALF TERM

You should by now have had your first set of grades for the year. Make sure that you fully understand them, and that you have spoken to your tutor and individual teachers about what they mean and how you can continue to improve.

Reflecting not just on your grades, but also on wider developments during the last half-term, it will be inevitable that some things have gone well and others have gone not so well. **What three things have you been most proud of?**

- 1.
- 2.
- 3.

... and what three things do you think could have gone better?

- 1.
- 2.

3.

What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)

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Reflect on the feedback you have been given by your teachers. Have there been any consistent themes in relation to what you need to improve in relation to your work or behaviour, either across subjects or one thing that keeps popping up in one subject?

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TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 10/10/16)

1. Read over what you have written about this half-term, and look back at your targets from the beginning of the term. How successful have you been in meeting them? Do they still need a bit more work or are there other, better or more important targets now? Do you need to add targets? Fill in the 'Review' section on the autumn term targets page.
2. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.

REVIEW – AUTUMN TERM: 2ND HALF TERM

By now you should have seen your grades for this half-term and you should also have discussed your overall progress with your tutor, including looking at if your grades (effort and achievement) changed at all. Your parents will also have spoken to your subject teachers about your performance in individual subjects. Try to reflect on all of this and answer the questions below.

1. How well do you think you have managed the change from 1st to 2nd year? What's been the most difficult/surprising/challenging thing?

2. What are the three things that you have been most proud of over the course of your first term and why?

1.

2.

3.

3. What three things have you been most disappointed with, and why?

1.

2.

3.

4. Overall, how happy are you about the way things have gone so far this term? Try to think about activities and friendships as well as sport and academic progress. Try also to think about why things are going well, or not so well.

5. If you could have done one thing differently this term, what would it have been, and why?

6. What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)
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7. Reflect on the feedback you have been given by your teachers. Have there been any consistent themes in relation to what you need to improve in relation to your work or behaviour, either across subjects or one thing that keeps popping up in one subject?
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TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 12/12/16)

1. Read over what you have written about this term, and look back at your targets from the beginning of the term. Have you met them? Why, or why not? Does this area still need work (and as such should it form a part of your targets for next term?) or are you now happy with it? Fill in the 'Met' section on the autumn term targets page.

2. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.

TARGETS – SPRING TERM

Hopefully you have had a great Christmas break and have used the time to rest, but also to reflect on your progress. Read back over the last couple of pages, and think about where you would like to be at the end of this half term.

TASK (TO BE COMPLETED AT HOME WEEK BEGINNING 9/1/17):

1. Now think a bit more specifically about the spring term – how does this fit into your overall plan for the year? What is it that you would like to achieve by Easter? Set yourself **at least two targets, one of which should be academic, and one of which should be extra-curricular**. Write these down on the spring term targets page.

REVIEW – SPRING TERM: 1ST HALF TERM

You're now half-way through the year – time has flown! Try to think about how you have progressed throughout the year, and answer the questions below:

1. Overall, how happy are you about the way the year has gone so far? Try to think about activities and friendships as well as sport and academic progress. Try also to think about why things are going well, or not so well.

2. If you could go back to September and give yourself one piece of advice, what would it be and why?

3. What do you think has been the biggest factor affecting your performance so far this year?

4. What have been your most notable achievements this half term?

5. **How consistent has your performance been this year (take a look at all of your grades) – why do you think this is?**

6. **What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)**

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7. **Reflect on the feedback you have been given by your teachers. Have there been any consistent themes in relation to what you need to improve in relation to your work or behaviour, either across subjects or one thing that keeps popping up in one subject?**

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TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 6/2/17)

1. Read over what you have written about this half-term, and look back at your targets from the beginning of the term. How successful have you been in meeting them? Do they still need a bit more work or are there other, better or more important targets now? Do you need to add targets? Fill in the 'Review' section on the spring term targets page.
2. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.

REVIEW – SPRING TERM: 2ND HALF TERM

By now, you should have received your grades for the 2nd half of spring term and spoken to your tutor about your overall progress. Try to think about all of this, and answer the following questions:

- 1. Have you progressed during this term (have your effort or achievement grades improved?) Why is this the case?**

- 2. How happy are you with wider school life? (Forget academic stuff and think about friendships, activities, sports etc.)**

- 3. Over the coming few weeks, how will you ensure that you are prepared for the exams whilst remaining healthy.**

- 4. Have you shown an example of resilience this year? If not, how could you do so in the future?**

- 5. What have been your most notable achievements this half term?**

6. What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)

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TASKS (TO BE COMPLETED AT HOME DURING THE EASTER HOLIDAYS)

1. Reflect on your written reports – what are you most proud of and why?

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2. Are there any consistent themes in the feedback regarding what you need to improve in relation to your work, focus or behaviour?

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3. Read over what you have written about this term, and look back at your targets from the beginning of the term. Have you met them? Why, or why not? Does this area still need work (and as such should it form a part of your targets for next term?) or are you now happy with it? Fill in the 'Met' section on the spring term targets page.

4. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.

TARGETS – SUMMER TERM: 1ST HALF TERM

At the end of last term, you will have received written subject reports from your teachers. Over the Easter Holiday, we asked you to discuss these reports with your parents, to reflect on the comments which your teachers have made and to set yourself targets. At the start of this term, you will also be meeting with your Form Tutor to discuss your reports, your overall progress and your targets for the rest of the year. Remember, later on this term you will sit a week of school exams. At least some of the targets you set yourself for this term should focus on how you can ensure that you achieve to the best of your ability.

TASK (TO BE COMPLETED AT HOME WEEK BEGINNING 24/4/17):

1. Think specifically about the summer-term, but try not to just consider exams (although undoubtedly they will form part of your targets). What is it you would like to achieve this term? Set yourself **at least two targets, one of which should be academic, and one of which should be extra-curricular**. Write these down on the summer term targets page

REVIEW – SUMMER TERM: 1ST HALF TERM

By now, you should have begun to think about preparing for your Summer Exams. At this point, it might be worthwhile thinking about how your exams went **last year**- in particular, try to think about how your preparation helped or hindered you.

Ways in which my preparation was effective:	Ways in which my preparation was ineffective

It is important to always remember that we only expect you to prepare as well as you can and to do your best in your exams. With exams there is always the possibility that things will not go quite as well as you had hoped – the important thing is to be able to say that you have tried your best, and to consider what you might be able to change in the future to improve things. The worst thing would be to put yourself in a position where you think at the end: ‘If only I had prepared more, I could have done better’.

Now more than ever, the feedback you receive from your teachers will be incredibly important in framing your success. Once again, Reflect on the feedback you have been given by your teachers. Have there been any consistent themes in relation to what you need to improve in relation to your work or behaviour, either across subjects or one thing that keeps popping up in one subject?

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What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)

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What have been your most notable achievements this half-term?

TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 22/5/17)

1. Read over what you have written about this half-term, and look back at your targets from the beginning of the term. How successful have you been in meeting them? Do they still need a bit more work or are there other, better or more important targets now? Do you need to add targets? Fill in the 'Review' section on the summer term targets page.
2. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.

6. What three things have you been most proud of this year, and why?

7. What do you feel has been the biggest factor affecting your performance this year, and why?

8. If you could change one thing about this year, what would it be and why?

9. What extra-curricular activities have you taken part in this half-term (only include something if you have been at least three times)

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10. Did you find that your revision for the summer exams was:

Effective for all subjects and I achieved high grades across the board	Effective for most subjects , but I did not achieve the grades of which I am capable in all subjects	Not as effective as it could have been – I did not achieve the grades of which I was capable

11. To consolidate your understanding of this year's work, what methods did you use to revise in each subject?

Maths-	English-	Geography-
D.T.-	Music-	History-
Language 1-	Language 2-	R.S-
Latin/Classics-	Chemistry-	Biology-
Physics-		

12. To make sure you achieve the best grades possible in the summer exams next year, what things will you do differently?

Maths-	English-	Geography-
D.T.-	Music-	History-
Language 1-	Language 2-	R.S-
Latin/Classics-	Chemistry-	Biology-
Physics-		

13. What is your ultimate goal for next year's exams?

Next year, you will be going into the 3rd Year. You'll be in a new form, and in some cases will be studying new subjects. You will also be beginning to think even more about what choices you want to make and what you would like to study in the future. Once again, you will be expected to 'hit the ground running', taking more responsibility for your own learning and continuing to develop the study skills and learning habits you have been working on throughout the year.

How will you ensure that your 3rd Year is a successful one in which you build on the progress you have already made? Set yourself three really good targets to make sure that you enjoy a fantastic start.

Target	What will I do to ensure that I meet this target?	WHY have I set this particular target? What am I hoping to achieve?
1		
2		
3		

TASKS (TO BE COMPLETED AT HOME WEEK BEGINNING 3/7/17)

1. Read over what you have written about this term, and look back at your targets from the beginning of the term. Have you met them? Why, or why not? Does this area still need work (and as such should it form a part of your targets for next term?) or are you now happy with it? Fill in the 'Met' section on the summer term targets page.
2. How are you progressing towards your long-term targets? Is anything hindering your progress? What needs to be done in the next half-term to help? Fill in the relevant 'review' section on the long-term targets page.