

## YEAR 7 ORGANISATIONAL CHECKLIST:

- Have I cleaned out my bag?
- Have I given all notes to my parents?
- Have I revised and filed this week's work (either digitally or hard copy)? *This includes checking your One Note Notebooks to see that everything has been saved in the right places.*
- Have I checked my diary to see what is due this week? Is everything completed and ready to hand in?
- Have I checked Connect for notifications, submission dates and downloads?