

PUPIL BOOKLET





## STAYING CALM, FEELING GOOD, BEING EFFECTIVE

This booklet is designed to help you develop strategies to cope with the Key Stage 2 tests so you are fully prepared to perform at your best.

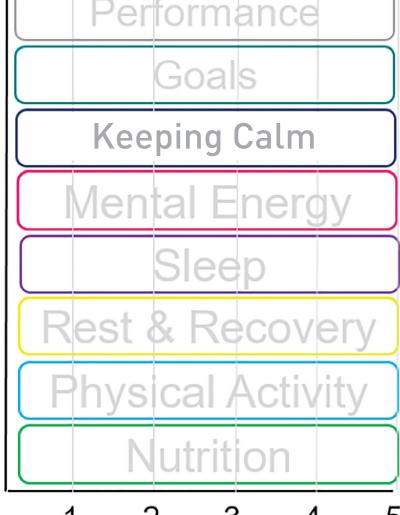
Managing a busy life can be challenging but there are many areas which you can control to help you perform better when it comes to tests. This booklet will explain each area and allow you to focus, set yourself a plan and work towards being prepared in the best possible way.

Making time for each area can improve your energy levels and how well you feel.

#### **HOW PERFORMANCE READY ARE YOU?**

Complete the chart below by colouring in the areas in each section to see where you currently are for each area. 1 is the lowest and means you really need to improve in this area. 5 means you are really happy and feel like you are doing everything you can to perform at your best.

# Performance







All hard work enhances performance, whether it's an athlete competing at the biggest event of their career, or a pupil taking a test. There are so many things that affect how well you do and in order to be the best we can be, many of these things have to be worked on.

Rate yourself out of 10	
l	
What do you need to do to be more ready?  How can you be Prepared to Perform?	



## **WE CAN ALL GROW**

#### **GROWTH MINDSET**

Be the best you can be – Preparing to Perform for when you need to Perform.

Can you have a "can do" mindset "I love a challenge".

We all have the ability to be a bit better than we are now, so what do you need to prepare to perform?

- Know what you want goals.
- Want/desire to achieve it motivation.
- Work hard at the right things focus.
- Always believe you can achieve it belief.

Performance also includes the ability to recognise and take the opportunities that come your way. Do you see them and embrace them as an opportunity, or do you see a problem?

Who or what can support you?	
Friends	Family
Teachers	Weekly Plan
Revision Resources	Useful Websites

What other opportunities could you access?

How can you go about accessing these opportunities?



### **OUTCOME GOALS**

GOALS INSPIRE YOU TO PUSH FORWARD WITH PURPOSE; TO GET OUT OF BED AND INTO SCHOOL; TO TURN OFF THE TV AND DO THAT HOMEWORK; TO GET UP OFF THE SOFA AND EXERCISE. YOU CAN THINK OF A GOAL AS THE ENGINE WHICH DRIVES YOU TOWARDS YOUR DESIRED OUTCOME.

#### PLANNING FOR SUCCESS WITH GOALS

Getting organised with planning and setting yourself some goals is the first step you will need to achieve test success. Setting yourself goals and objectives will help you organise your time and focus on your study.

It is important to consider what you want to achieve during the Key Stage 2 tests week by setting yourself some goals. When setting revision goals and tasks, the most important thing to do is be honest and realistic with yourself and your ability to work.

When setting yourself some goals make sure you include free time for relaxation, your friends and physical activity. It is also key to keep your goals flexible so you don't get disappointed if you don't achieve your goal or it takes a little longer than planned.

#### MOTIVATION

Motivation is a key part of being able to Prepare to Perform. Knowing what you want to achieve, and why you want to do something, can help keep you motivated to do the hard work required to get the reward.

- What do you want to achieve?
- . Why do you want to achieve it?
- · What will achieving it give you?
- · How would achieving it make you feel?

Use these answers to create your Outcome Goal. Outcome Goals are often influenced by things outside your control, such as competitors in sport or the way others perform in a test. Despite this, Outcome Goals are still so important in enabling you to DREAM about what is possible. For example, long before winning an Olympic medal, an athlete dreams about achieving this. Knowing what you are aiming for is a helpful motivation to put the hard work in, making you more likely to achieve what you want.



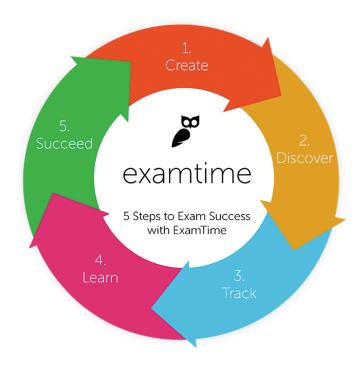
## **OUTCOME GOALS**

- What do you dream about achieving?
- What would be your 'gold medal' performance?

#### **OUTCOME GOAL**

#### **BENEFITS OF REVISION GOALS:**

- You can see the bigger picture of what you want to achieve
- Goals produce action
- Goals motivate you
- You become more productive
- You know what you should be doing and when
- You won't worry as much
- You stay calmer
- Better sleep
- Feel more relaxed
- Peace of mind for how you approach the exam period



"What keeps me going is goals."

- Muhammad Ali



## PERFORMANCE GOALS

In order to achieve our Outcome Goals we need to know what we need to do to be successful. Performance goals are measurable and sometimes SMART goals.

#### HOW TO SET YOURSELF SOME GOALS:

- 1. Be realistic and specific specify when and what you will do. This will increase your chances of getting it done.
- 2. Break each goal into small, simple chunks. The easier you make it to complete each step of the goal, the more likely it is that you will eventually achieve it.
- 3. Each goal must have a target time frame. Make a note of them on your weekly planner.
- 4. Write down your goals on a piece of paper and keep them close by. It's important that you make a record of them; it will keep you focused and remind you of what still has to be done. Read the list every day to keep you aware of them and reinforce them in your mind.
- 5. Don't bite off more than you can chew. Start off with a relatively small number of goals and gradually increase their number and size as you become more effective at completing them.

If you are to achieve your outcome goal what do you need to deliver in your performance?	
✓ E.g. achieving expected standard in my reading test	
✓ E.g. getting 10 hours sleep a night	
✓	
✓	
✓	
✓	
✓	
✓	



## **PROCESS GOALS**

#### CONTROL WHAT YOU CAN CONTROL - PROCESS GOALS

#### HARD WORK

When trying to be the best, your hard work is a key part, there is no way around it. Hard work is the perfect combination of quality and quantity. One without the other leaves gaps in your performance.

	subject knowledge, or your support network around you.
	Try to list 20 strengths – the more ideas the better!
	For example - spelling, fractions, eating habits, ability to stay calm.
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Now identify some areas which you need to develop - Try to list 20 areas - the more ideas the better

#### Can you identify what would have the biggest impact on your performance?

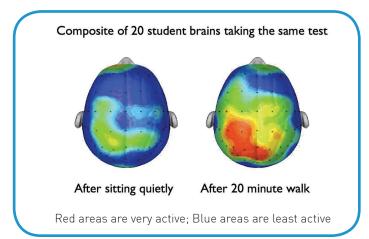
In your lists above, identify the most important strengths to enhance and areas for development. Give each area a score out of 10 as to how big an impact it could have on your performance. It's time to be really honest with yourself here! Write it next to the idea.



## PHYSICAL ACTIVITY

#### REGULAR PHYSICAL ACTIVITY IMPACTS THE BRAIN, IT ...

- Boosts your memory
- Improves your concentration
- Helps reduce stress
- Lengthens attention span



PHYSICALLY
ACTIVE
PUPILS HAVE
MORE ACTIVE
BRAINS

YOUR BRAIN
FUNCTIONS WELL
AFTER EXERCISE
SO TRY CARRYING
OUT SOME REVISION
AFTERWARDS.

You should be aiming to do 60 minutes of physical activity a day. Ideally focus on these three areas:

- Cardiovascular benefits your heart, circulatory system and lungs.
- Endurance benefits you by improving your stamina, so you can do things longer.
- · Flexibility aimed at giving you greater range of motion in joints and more suppleness in your body.

You don't need to complete 60 minutes a day all at once so think about how this could be broken down in smaller chunks such as:

10 min walk to school

10 min walk at lunch time

30 min after school sports club/gym/swim

10 min stretching/flexibility

Use the following tips to help you plan out how you can keep active on a daily basis:

#### FIT TIPS:

- Plan your weekly workouts.
- Have a morning stretching routine e.g. yoga poses, meditation, seated stretching exercises.
- 3. Walk or be active to or from school
- 4. Get some fresh air at break and lunch times
- 5. Carry out some exercises whilst sitting down e.g. arm stretches, leg lifts, shoulder rolls etc.
- 6. Be active during break times.
- 7. Carry out housework or tidy your bedroom
- 8. Push yourself to work harder each time.
- 9. Plan to do 30 minutes of cardio exercise at least three days a week
- 10. Do something you enjoy so you will keep doing it and stay motivated!



## NUTRITION - POWER YOURSELF TO PERFORM

You need to fuel your body with the right foods at the right times to energise your system, improve your alertness and sustain you through tests. The wrong food choices can make you feel sluggish, jittery, burned out and crash your energy levels. Tests are like mental marathons so endurance is the key. Use the following nutrition tips to help you perform at your best when it matters.

#### P - Preparation

Start the day with a nutritious breakfast. Your brain needs the energy from food to work efficiently. You need to keep your mental focus on your work and not on your hunger. The best breakfasts should include slow-release carbohydrates, such as porridge oats, whole grain bread or low-sugar muesli, as these provide slow-release energy. Add a protein food, such as milk, 0% fat yoghurt or eggs, to keep you feeling full for longer, you can also add a banana, berries of nuts and seeds. If you really cannot stomach food, then try having a healthy smoothie.



#### E - Energy Levels

Eat at regular times throughout the day and avoid high sugary foods such as pastries, sweets, caffeine and fizzy drinks. These will give you energy highs and crashes. The aim is to keep your blood sugars and energy levels stable by eating a combination of wholegrain carbohydrates, proteins and healthy fats. Example foods for lunch include wholegrain sandwich, jacket or sweet potatoes with tuna, baked beans or a protein filling. Wholegrain rice or pasta mixed with protein. Wholemeal roll/wrap with cold meat, fish, egg, cheese or peanut butter and salad. Omelette with cheese, ham, mushrooms or tomatoes.

#### R - Re-hydrate

Drink a glass of water ideally with lemon at the start of the day. Carry a bottle of water around with you and take it into the test if you can. Limit your caffeine, fizzy or sugary drinks as this will lead to energy highs and lows. Dehydration can cause your brain to shut down, not work effectively and give you headaches. Aim to drink at least 2 litres of water every day to help you think faster, keep focused and give your brain energy to function.

#### F - Focus Fuels

Snack on brain boosting foods throughout the day such as fresh and dried fruit, nuts and seeds. Snacks such as peanut butter on rice cakes or cottage cheese on celery sticks, cheese and oat cakes or crackers, toast and marmite or peanut butter, non-sugary popcorn, 0% fat yogurt, raw vegetables – carrots, avocado, peppers, tomatoes or a small amount of dark chocolate are all good options.

#### 0 - 0mega 3s

Omega 3 has been shown to help brain function and increases concentration. It also helps to improve your immune system when your body and mind are stressed. The best source of Omega 3 is oily fish such as mackerel, sardines, salmon and trout. A great lunch would be fish on wholemeal toast. Other foods include walnuts, chia seeds, spinach and eggs. You could even take a supplement of cod liver oil tablets.



## NUTRITION - POWER YOURSELF TO PERFORM

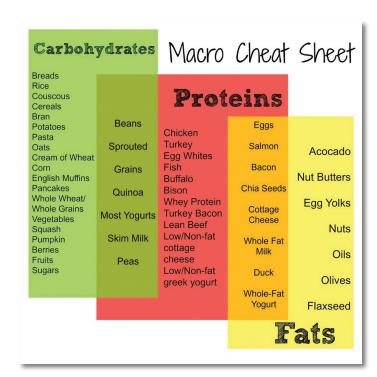
#### R - Re-think brain blockers

On test days, stay away from foods made of white flour, such as cookies, cereal bars, pastries, cakes and muffins, which require added time and energy to digest. Also avoid foods that are high in refined sugar, such as chocolates, desserts, and sweets as these won't keep you stable during a long exam. Avoid sugary, fizzy or energy drinks and limit your caffeine, as it can increase your nervousness.

Don't have turkey before a test as it contains L-tryptophan, an essential amino acid which makes you feel sleepy. Avoid heavy carbohydrate meals as these can make you feel sluggish if eaten in large quantities. Eat lighter meals making sure it is enough to feel satisfied but not so much as to feel full and don't try out foods that you haven't had before!

#### M - Macro-nutrients

Have a combination of protein, fats, and carbs at every meal on test days. You need protein to provide amino acids that create dopamine and norepinephrine. These brain chemicals make you feel more alert, attentive, and energetic. You need complex carbs that turn into glucose which fuels your brain. Carbs also create serotonin which can help you feel calm and put you in a positive frame of mind about your test. Having some healthy fats can keep you feeling full longer and help stabilize your blood sugar levels.



### MIGHTY MAGNESIUM

Magnesium is involved in over 1000 enzymatic reactions in the body. It's vitally important in providing our cells with energy

Green vegetables
Nuts
Pulses
Fish
Bananas

#### **UP THE B'S**

B vitamins are directly involved in creating energy at a cellular level & will give you an energy boost

Green vegetables
Asparagus / Spinach
Broccoli
Yoghurt
Chicken / Turkey / Salmon
Whole Grains / Brown rice
Almonds / Pecans
Eggs



## NUTRITION

## - BREAKFAST SMOOTHIES

Smoothies are easy to make and can really help if you can't stomach breakfast or are short of time in the morning. Fuel yourself with the right brain boosting nutrients by trying out some of these yummy smoothie recipes.

## BANANA, BLUEBERRIES AND PEANUT BUTTER BLAST



This delicious blueberry banana blast is just the thing for breakfast! Packed with energising banana, satiating oats and some peanut butter for your protein.

1 x small banana 1 large tbsp. peanut butter 1/2 cup of blueberries 1 tbsp. oats 1/2 cup 0% fat plain yoghurt 1/2 cup water / ice / almond milk

#### VERY BERRY SUPER SHAKE



This shake is packed with protein, fibre, healthy fats, phyto-nutrients, and probiotics.

12 oz water / ice 1 cup spinach 2 cubes frozen mixed berries 1/2 cup 0% plain yoghurt 1 tbsp. walnuts 1 tbsp. ground flaxseed

#### **DELICIOUS PINK DETOX**



Help detox your system with this delicious pink detox. Beetroot is a liver-cleanser and avocado will help lower blood pressure, lubricate the joints and is an anti-inflammatory.

1/4 avocado1 celery stalk1/2 cup strawberries1/2 beetroot2 tablespoons lemon juice

1/2 apple 3 ice cubes

1/4 cup coconut water

#### THE ENERGISER



With a kick of protein, healthy fats and fibre, you'll be doing your body a favour by providing it with this well-balanced, energy-inducing drink.

1 cup kale
1/2 banana
5 strawberries
1/2 small apple
1/4 cup almonds
1 tbsp. chia seeds
1/2 teaspoon cinnamon
1 cup almond milk
1/2 cup ice cubes

## **BREAKFAST SMOOTHIES** - BUILD YOUR OWN



Use this guide to help you build your own delicious smoothie.

#### PICK A LIQUID

- Water / Ice
- Almond milk (unsweetened)
- Cow's milk
- Soy milk (unsweetened)
- Hemp milk (unsweetened)
- Iced green tea
- Coconut water

#### **PICK A FRUIT**

- Apples
- Bananas
- Berries
- Cherries
- Dates
- Pineapple / mango
- Frozen mixed fruit
- Lemon juice

#### PICK A VEGGIE

- Dark leafy greens: Spinach / Swiss chard / kale
- Pumpkin / sweet potato
- Beets / beet greens
- Cucumber / celery
- Frozen veg mix
- Celery
- Beetroot

#### PICK A PROTEIN / CARB

- 0% fat Greek yoghurt
- Oats
- Granola
- Quinoa

#### PICK A HEALTHY FAT

- Avocado
- Walnuts
- Flax, hemp, chia seeds
- Cashews
- Almonds
- Peanut and nut butters

#### **PICK A TOPPER**

- Coconut
- Dark chocolate swirls
- Cinnamon
- Fresh fruit
- Sunflower seeds

#### **SMOOTHIE NAME**

#### **SMOOTHIE NAME**







## **REST AND RECOVERY**

Taking a break really helps us to keep calm and improve our performance when we are working, so book things in your diary which are relaxing and time-out from the norm.

We all need something to take our minds off the day to day. Good outlets are activities that completely engage our bodies and minds. These are neurologically important activities that give our brain a chance to get back to neutral, to re boot and re charge.

#### THE POWER OF REST:

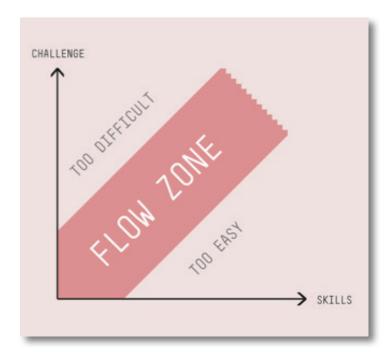
- Regeneration of our bodies
- Required for life
- Helps us survive
- Renew and restore cells
- Keeps us functioning well
- Rebuild and revive ourselves
- Productivity and concentration
- Efficiency at school or work
- For growth and development
- To replenish our muscles, bones, tissues and cells



#### GET YOURSELF IN THE 'FLOW'

Flow experiences can occur in different ways for different people. These are moments in which your mind becomes so entirely absorbed in the activity that you "forget yourself" and begin to act effortlessly.

You must see the activities as voluntary, enjoyable, and challenging (but not too challenging) with clear goals towards success.



#### How to stick to your goals:

- ✓ Drawing
- ✓ Writing
- ✓ Reading
- ✓ Meditation
- ✓ Yoga
- ✓ Learning a new skill
- ✓ Mindfulness
- ✓ Sport
- ✓ Playing an instrument
- ✓ Jigsaw puzzles
- ✓ Dancing
- ✓ Running
- ✓ Painting

To be more productive, healthy and creative, we need to make break-taking a regular practice.





### **SLEEP**

#### WHAT HAPPENS IF YOU DON'T GET ENOUGH SLEEP?

- · Reduced decision-making skills
- Poorer memory
- · Reduced concentration
- Reduced work efficiency
- Shortened attention span
- Reduced alertness
- Reduced awareness of the environment and situation
- Slower than normal reaction time



Here are some top tips for getting a better night's sleep. The key is to make some small changes to your sleep routine and give it some time to notice a difference in your sleep habits.

#### **TOP TIPS**

- 1. **CONSISTENCY:** Keep a relatively consistent bedtime and wake time. Staying up late and sleeping in on weekends can disrupt your routine during the week.
- 2. WORK: Complete your revision or work by a certain time.
- 3. RELAXATION/ROUTINE: Develop a pre-bed routine that is relaxing and familiar. Television, work, computer use, movies and deep/stressful discussions late at night can disrupt sleep.
- 4. UNPLUG: Shut off all electronics at least 30 mins before you go to sleep.
- 5. STIMULANTS: Eliminate stimulants like caffeine and sugar, especially later in the day.
- 6. EXERCISE: Incorporate this daily but not too close to bedtime.
- 7. FULLNESS: Eating a dinner that makes you overly full can disturb sleep.
- 8. THOUGHTS: Write them all down before you go to bed so you have a clear mind.

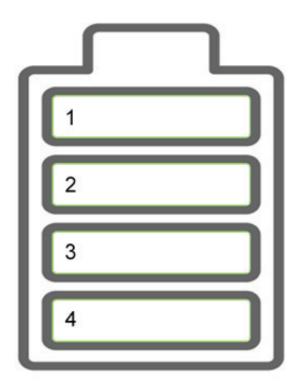
The perfect night's sleep starts long before you get into bed. Use this example sleep routine to help you plan your own.

#### **HOURS BEFORE BED** ▶





## SLEEP - MY PERSONAL SLEEP ROUTINE



#### TOP TIPS TO RECHARGE:

- ✓ Turn your phone off!
- ✓ Have some alone time
- ✓ Try a new hobby
- ✓ Get some fresh air
- ✓ Go for a walk
- ✓ Have a bath
- ✓ Try some yoga or stretching
- ✓ Do a 5 minute meditation
- ✓ Listen to music
- ✓ Read a book
- ✓ Watch a feel good film



## **MENTAL ENERGY**

The mind is one of the biggest contributors to energy levels. The benefits of having high levels of mental energy include happiness, confidence, focus, and increased willpower, motivation, and productivity.

#### What is mental energy?

- Mood thinking good feeling good performing well
- Motivation and willpower initiative
- Focus effectiveness and duration
- Confidence perception performance

#### Why should you boost your mental energy?

- Accomplish more
- Feel better
- · Avoid fatigue

#### PRODUCTIVE ZONE

RESULTS -High concentration, effective, energetic, proactive

#### **BURNOUT ZONE**

TOXIC – Out of control, worried, anxious, angry, fearful, reactive

#### PERFORMANCE ZONE

ACHIEVEMENTS – Focused, in the flow, positive stress, fulfilment, completion

#### **RECOVERY ZONE**

**ENERGISING** – Meditative, relaxed, regenerative, comfortable, peaceful, reflective

### MENTAL ENERGY

#### Mental energy boosting strategies:

- Staying relaxed under pressure "good nervous."
- Focusing on what's important and letting go of everything else.
- Rebounding from mistakes, bad breaks and failures.
- Handling last minute self-doubts and negative thinking.
- Using mental rehearsal for upcoming performances.
- Motivating yourself by setting personally meaningful and compelling goals.
- Recognising mental traps and avoiding them.
- Developing self-confidence and a positive, go-for-it attitude.
- Watch videos of inspirational people to help you become stronger.





## **KEEPING CALM**

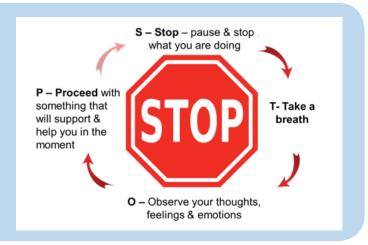
#### WHY SHOULD YOU WORK ON KEEPING YOUR COOL?

Everyone gets worried during tests but it's important not to let it get out of control. Some stress can be a good thing as it motivates us to work hard, can make you feel mentally alert and ready to tackle exam challenges. However, if our worries get out of hand, they can stop us from learning and performing at our best, so it's important to keep them under control.

You'll be less anxious if you've got an idea of how the lead-up to your exams is going to look, so plan what you're going to study and when, and stick it up on the wall. Break it down into manageable chunks and start working through it at the rate you planned.

#### HOW TO CALM DOWN IN UNDER A MINUTE

- Breathe in through your nose and on a slow count of three.
- Push your stomach out as you breathe in.
- · Breathe out through your mouth on a slow count of six.
- Repeat two more times



#### THE MINDFUL UNPLUG

- ✓ Try to unplug from technology everyday
- Switch off from technology at least 30 mins to 1 hr before going to sleep
- ✓ Appreciate the world around you and what you are doing rather than being governed by your phone
- Put your phone away and on silent while you are concentrating on tasks / revision / homework
- ✓ Learn to have the control to not be obsessed with your phone!
- ✓ Choose some time each day and week to switch off and unplug from technology





## Be calm, confident and focused.

Develop a winning mindset and perform at your best whilst under pressure. To achieve peak performance and succeed, mental preparation is necessary.

YOUR OUTCOME GOAL IS THERE TO MOTIVATE YOU, TRY TO FOCUS ON THE PROCESS WHEN YOU ARE PERFORMING.

USE PERFORMANCE GOALS TO CHECK YOU ARE ON TARGET TO ACHIEVE YOUR OUTCOME GOAL.

FOCUS ON YOUR PROCESS GOALS DURING REVISION AND EXAMS.

#### **BELIEF**

We achieve so much in our lives but all too often the moment passes and the power of the achievement is lost too. Over the next few weeks and until the end of the Key Stage 2 tests keep a Belief List.

Your Belief List includes things you have achieved, things you are proud of, things that make you feel good. Nothing is wrong and you can make it as long as you want!

BELIEF LIST

BELIEF LIST

Remember to include things that make you feel good. Can this be the last thing you look at before your test?

Try to look at your list often, every day, if you are having a wobble or just need a lift have a look and remind yourself just how good you are.



## **WEEKLY PLANNER**

	Morning	Afternoon	Homework /Revision	Physical Activity	Friends, rest and recovery	Asleep by (time)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

PLAN YOUR WEEKS UP TO AND INCLUDING TESTS. NOTE DOWN WHAT YOU ARE GOING TO DO WHEN.





