



**Arete
Tutoring**
maximise your potential

Achieving Excellence: A Comprehensive Handbook



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Introduction

Supporting students through their educational journey is our top priority at Arete Tutoring. We've had the privilege of working with students from around the world, gaining invaluable insights along the way. Through our experiences, we've come to realise that there are a few key pieces of information that significantly impact a student's path to success.

To capture these, we've compiled this comprehensive handbook, filled with invaluable tips and strategies for both parents and students.

Discover how to identify your unique learning style, create an ideal study space, establish boundaries, and balance your study and personal life. From ways of personalising study spots to understanding the mark scheme, we've got you covered.

It's time to unlock your full potential and embark on the journey to student excellence.

A Message from Our Founder

Education is the bedrock of success. It's the treasure chest where we find the tools we need for personal and professional growth.

But let me be clear: I believe that succeeding in your educational journey is about more than just revising. It's about taking a holistic approach to learning, one where you create a study environment that supports your growth, tailor your methods to suit your unique learning style, and most importantly, protect your mental health.

In the end, it's not just about the destination but the journey itself that shapes your success.



Joe Coates
Founder of Arete Tutoring

How You Can Help Your Child to Revise

Supporting your child through their educational journey is essential to ensuring their success. Yet, from our work with parents across the globe, we've found that they often don't know the most impactful way to help their child revise, which is why we've compiled some of our top tips:

1) Identify Their Learning Style

The first and arguably most challenging hurdle to your child's revision is actually beginning, but in order to do this, it is crucial to identify how your child learns. Do they learn by having something they can see in front of them, or by listening?

Use our questionnaire in our ["Find Your Learning Style"](#) section to identify this.

2) Provide A Space Where They Can Study Effectively

A good study spot is essential for revision – it makes a real difference in how effective the revision is. Work with your child to find somewhere they feel comfortable and help ensure it remains quiet.

Explain to siblings that your child needs some quiet time, so their study spot is off-limits, keep interruptions and check-ins to a minimum, and let your child lead you when organising their study materials.

3) Encourage A Good Study-Life Balance

Make sure your child's schedule isn't overwhelming or not leaving enough time for revision. Talk to them about extracurricular or work-related commitments, keeping healthy, and making time for friends/family. They should be allocating time to study effectively, spending time doing whatever it is they get enjoyment from.

4) Be Supportive

When your child feels supported, they're in the best position to succeed. Revision and exams can be incredibly stressful, and your support could be the difference between your child feeling overwhelmed and feeling they have somewhere to go to help remove the pressure. Understand that everybody has different strengths and weaknesses, and reassure your child that the most important thing is to try their best.



8 Top Tips for Students

*“If I knew at the beginning of the year what I know now, I would have **started revising months ago** and gone about it **completely differently**”*

– Josh, Y13 Student (May 2023)

1) Start Early

One of the biggest mistakes students tend to make when revising is leaving it until the last minute. Starting your revision with plenty of time means you can spread the material over a longer period, preventing long cramming sessions and reducing exam anxiety. Making a schedule is the best way to help you keep up with your revision over a longer time.

2) Take Breaks

Revising for too long in one sitting can lead to a loss of concentration. Whilst the exact time will be different for everybody, work out how long you can do your best work and set time for breaks after that period.

If you find yourself daydreaming, making frequent mistakes, or forgetting what you've just been studying, that's usually a sign you've been revising for too long. Aim to revise between 25-50 minutes and set a timer for a short break afterwards.

You could have a cup of tea, listen to music, or walk to clear your head.

3) Make Your Study Environment Calming

Where you study is incredibly important to the overall success of your studying. Not only should your study environment be quiet and well-lit, but it needs to be somewhere you feel happy and comfortable. You can jump to our '[Setting Your Study Spot](#)' section for more tips on how to make the perfect environment for revision.

4) Vary What You're Studying

Variety is the spice of life, and revision isn't the exception. Revising the same subject for extended periods can contribute to losing concentration, so it's best to vary what you're studying between study sessions. If you're not studying for multiple subjects, try to change the subject area you're studying instead. As Owen Farrell, Captain of the England Rugby Union Team says: "A change is pretty refreshing".

5) Prioritise Weaker Areas

Whilst it may seem wise to spread your time evenly amongst everything you have to study, it's better to work out where your strengths and weaknesses are and dedicate your time accordingly. It's good to check your knowledge, but if you're very confident in one subject, focus more of your time on subjects you've seen more difficult.

6) Find Your Learning Style

Everybody learns differently, and when it comes to revision, it's crucial to find the learning style that best works for you. The four main learning styles are visual, auditory, kinesthetic, and reading/writing.

You can jump to our handy '[Find Your Learning Style](#)' section for help finding your learning style!

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7) Maintain A Healthy Lifestyle

Too much of anything is no good; the same goes for revision. Exams can feel daunting, but it's important to remember that you can't spend all of your free time on revision. Not only would that be unhealthy, but you'd also find that you've burnt out and are no longer actively learning. Ensure you eat regular meals and a balanced diet, stay active, and find time to do what you enjoy.

8) Use Your Tech Wisely

Technology can be a beneficial tool to help you enhance your revision, but it can also serve as a distraction. Many websites and apps are available to you that are designed to make revision more manageable, but make sure that you're using your technology for revision only when you're in your study period. Turn off certain notifications, such as social media or games, if you think they're likely to distract you whilst you're studying and ensure that any website/app you use provides accurate information.



Setting A Study Spot



"A well-organised and inspiring environment can help you focus and accomplish more."

— Richard Branson

An often-overlooked part of revision is your study spot. A good study spot is essential to revision success, so you should consider where you feel is best. Luckily, if you're struggling to find the right spot, we have some tips to help you decide:

Find Somewhere Quiet

No matter how dedicated you may be to revising, remaining focused is challenging when there is a lot of noise. Find a room away from others, such as an office, bedroom, or living room, and avoid using the TV or loud music while studying. If you're struggling to find somewhere in your home to revise, consider utilising community areas around you, such as your local library, your school's library, or quiet coffee shops. If you're struggling to find a suitable area, talk to your teacher about their recommendations.

Find Somewhere Comfortable

Another essential part of a good study spot is making sure it's somewhere you feel comfortable; otherwise, concentrating will be difficult.

Organisation

Having a tidy, organised study spot helps to eliminate extra stresses when revising. Keep books, pens/pencils, subject equipment, and anything else you might need in dedicated areas so that you know where to find them. You may find it helpful to label drawers to help you remember! Steve Jobs said it best: "A cluttered space leads to a cluttered mind. Create a workspace that inspires productivity."

Time Management

It can be easy to lose track of time when you're deep in revision. Ensure you have access to a clock wherever you study, whether that's an actual clock, a watch, or a piece of tech like your phone or laptop/computer.

Use Relaxing Music/Sounds

Whilst it's good to ensure your study spot is quiet, sitting in silence can sometimes feel boring or uncomfortable and can make external distractions sound worse, such as traffic, TVs in different rooms, etc. Utilising certain sounds or music can help to reduce this! Try sounds such as white noise, rainfall, or wildlife noises.

Alternatively, listen to some gentle music, ideally without lyrics.

One of our favourite playlists for this is called Music for Concentration on Spotify:

<https://open.spotify.com/playlist/37i9dQZF1DX3PFzdmtx1Us>

Top 10 Ways to Personalise Your Study Spot



- Hang up inspirational quotes. If you're struggling, see our "Motivational Quotes" section, where we've compiled some for you
- Add some decor, such as pillows or blankets
- Get your ideal lighting with lamps, string lights, and/or dimmers
- Add some greenery with a few potted plants
- Make use of aromatherapy with sprays, candles, or air fresheners
- Keep quick, easy, and non-perishable snacks such as dried fruit, biscuits, or cereal bars nearby
- Create a vision board and place it somewhere easy to view when you're studying
- Make use of storage space according to your organisational plans so that you can find everything quickly and easily
- Organise items in a layout that makes sense to you so that you can find them quickly

Top 10 Places Outside of the Home to Study

- Libraries
- In the garden
- Coffee shops
- Parks
- At a friends house
- The beach
- Internet cafes
- Museums
- Book shops
- Empty classrooms



Find Your Learning Style



Everybody has a different learning style, which should determine how you plan to revise. Whilst you may already have a good idea of your learning style, we've got a handy little quiz to help you work it out, plus some tips on how to study depending on your style!

Make sure to grab your phone or a pen and paper to keep track of your answers!

I find it easiest to follow instructions when I...

- A)** Have somebody show me what I need to do
- B)** Have somebody explain the instructions to me
- C)** Use trial and error to finish the task and pick it up as I go
- D)** Have the instructions written down in front of me

I like when my feedback...

- A)** Is given to me in graphs, marks, or percentages so I can see which areas need improvement
- B)** Is a discussion where somebody explains their points on my work, and I can ask questions
- C)** Uses examples from my work and ideal answers for me to compare
- D)** Is written down for me to read

You're looking to hire a venue for a party. You'd like to...

- A)** Look at photos or videos of the venue
- B)** Speak with the venue so you can ask them questions
- C)** View the venue in person
- D)** Read the description of the venue

You're learning to play a new game by...

- A)** Watching others play a round first
- B)** Listening to a friend's explanation
- C)** Playing a round and learning as you go
- D)** Reading the game's rulebook

When learning the lyrics to a song, I...

- A)** Watch a lyric video
- B)** Listen to the song on repeat
- C)** Sing along and figure them out over time
- D)** Read the lyrics online

Results

Visual Learners (Mostly As)

Visual learners learn best when they have something they can see in front of them. They prefer teaching when they are shown how to do something, such as a teacher's demonstration, a video, or graphs. Visual learners could try revising by using the following:

- Documentaries
- How-to videos
- Mind-maps and graphs
- Colour-coded notes
- Diagrams



Auditory Learners (Mostly Bs)

Auditory learners learn best when they're able to listen. Auditory learners prefer to learn in typical lecture settings and would probably like to participate in one-to-one conversations. Auditory learners could try revising by using the following:

- Pre-recorded lectures
- Podcasts
- Group discussions
- Recordings of themselves reading their notes and playing them back
- Text-to-speech to revise large amounts of text



Kinesthetic Learners (Mostly Cs)

Kinesthetic learners learn best when they're able to take part physically. Kinesthetic learners tend to prefer teaching when they can do experiments or actively participate in the lesson in some way. Kinesthetic learners could try revising by using the following:

- Quizzes or flashcards to test knowledge and compare answers
- Demonstrations to others
- Teacher-supervised experiments
- Practising under exam-conditions
- Storyboarding



Reading / Writing Learners (Mostly Ds)

Reading/writing learners learn best when things are presented as a text. Reading/writing learners prefer teaching when instructions are written down and easy to refer to and may find it easier to remember things by writing them down. Reading/writing learners could try revising by:

- Reading and copying notes
- Reading instructions
- Practising with past papers and mark schemes
- Creating flashcards
- Writing or reading essays



It's important to remember that although you may primarily identify with one learning style, that doesn't mean other techniques from other learning styles can't still be helpful for you!

Tutor Tips

We asked our team of 15 tutors and coaches what their tips are for excelling at your academic studies, and there were a number of common responses, which we've summarised below:

Tutor Tip #1: Protect Your Mental Health

According to The Mind Charity, 68% of young people reported being absent from school due to their mental health. Many people find studying a stressful experience, so it's essential to look for signs of mental health difficulties and take the time to care for yourself.

Some of our favourite self-care activities include:

- Going for a walk
- Having a relaxing bath
- Baking or cooking your favourite foods
- Playing games
- Seeing friends or family
- Playing a sport



For more advice on protecting your mental health during exams and revision, you can read our comprehensive guide [here](#). It's important to remember to speak to somebody if you find yourself struggling. You can find more information on what resources may be available to you from the NHS website.

Tutor Tip #2: Know The Mark Scheme

Incorporating the mark scheme into your study routine is an important part of your revision. Examiners will be looking for specific knowledge and layouts, and becoming familiar with what they're looking for means you can maximise your chances of scoring highly.

Some ways to better your understanding of mark schemes include:

- Doing past papers and marking them based on the mark scheme
- Reading feedback from teachers
- Comparing feedback from mocks with your friends
- Ask your tutor to help you mark your practice papers

Tutor Tip #3: Take The Best Notes

Effective note-taking is a skill that improves with practice. You should experiment with different techniques and adapt your approach to suit your learning style and the specific requirements of your subjects.

Some of our top tips for note-taking include:

- Be selective; don't just copy paragraphs of text from books
- Carefully consider whether you work better from paper or digital notes
- Compare your notes with friends or family
- Include real-world examples in your notes to make remembering topics easier
- Choose what type of notes work best for you (bullet points, mind maps, etc..)



Useful Apps/Websites for Your Studies

Apps/Websites:

- Forest
- Duolingo
- StudySmarter
- BBC Bitesize

Past Papers:

- Pastpapers.co
- Exam-mate
- Testpapers
- Revision World

Youtube Channels/Podcasts:

- Bitesize Podcasts
- Unjaded Jade
- CrashCourse
- My GCSE Science
- Hegarty Maths

How Arete Tutoring Can Help



We offer personalised 1-2-1 educational coaching and online tuition to Primary, KS3, GCSE, A-Level, and University students. Our high-performing and experienced team know what it takes to equip students with the attitude and attributes that will allow them to discover their strengths and make the most of their talents.

If you think that your child would benefit from any of the following, please reach out to us by using our contact information:

- One-on-one time with an expert to work through your child's weak spots
- Support with creating a schedule that works from people who have been through it
- Help to establish a positive connection with learning and revision
- Boost your child's confidence in their school work
- Advice on exam and essay techniques to best demonstrate knowledge

Motivational Quotes

"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt

"Success is not final, failure is not fatal: It is the courage to continue that counts."
— Winston Churchill

"The expert in anything was once a beginner."
— Helen Hayes

"Believe you can, and you're halfway there."
— Theodore Roosevelt

"The only place where success comes before work is in the dictionary."
— Vidal Sassoon

"I find that the harder I work, the more luck I seem to have."
— Thomas Jefferson

"It always seems impossible until it's done."
— Nelson Mandela



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Transforming Education For All

Thank You



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