

be responsible at school

As a person grows older they usually have more responsibility. Even though your family and teachers can help you, being responsible means being able to look after yourself in the correct way, as well as knowing when to do the right thing. There are many different areas that a student needs to be responsible in. Some of these areas can include:

- Being ready for the many different tasks that you are involved in
- Being on time
- Doing your jobs at home or at school
- Letting people know where you are

➤ What other responsibilities do you have?

One important part of being responsible is to **take responsibility for your own actions**. Being responsible for your own actions or behaviour is extremely important, because you are the only person that controls your behaviour. Sometimes you may feel like other people influence your behaviour, but you are the only person that is responsible for your behaviour. This means that if you do something wrong, that you accept this. It is easy to say "they made me do it", but this is not an acceptable excuse. This means that you cannot blame anyone else for something that you do.

Being responsible for your own behaviour also means that when you doing something right, you can be proud and take the credit for it.

Being honest is another important part of being responsible. Being honest means telling the truth all of the time. This can be difficult sometimes because people worry that if they tell the truth they might get themselves or others into trouble. But if you lie, you will end up in more trouble than if you tell the truth. If you don't tell the truth, people usually find out the truth anyway, so it is much better to be honest in the first place.

➤ Can you think of a time when you were honest?

Another part of being responsible is **being reliable**. Being reliable means others can depend on you. Being reliable can include being on time or even remembering where you have to be at certain times and organising how you will get there. The more reliable that you are, the more responsibility you will probably be given by teachers and your parents.

➤ List some examples of when you have been reliable.

➤ Think of some examples of when you have been given responsibility.

One challenge at school, especially as you get older is to **manage your time and stay organised**. When you are younger, your parents and teachers can help you to get organised, but as you get older, it is expected that you become more independent and do things such as prepare yourself for school, keep your diary, know when you have to be places and monitor your homework on your own. This is all part of staying organised.

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Some of the benefits of managing your time and staying organised are:

- Saving time in general
- Being ready for things
- Knowing what you have to do
- Not waste time looking for things
- Not wasting energy thinking about what you have to do next
- Avoid reminding by your parents

Ways to stay organised include:

- writing things down
- using a pin or notice board
- using reminder or post-it notes
- using your diary
- having a routine
- use an alarm clock

➤ What other strategies can you use to manage your time and stay organised?

Another area of being responsible is to **speak out if you or others need help or support.** This is important, because sometimes, especially when there are other students around, you can get sucked in to doing things that are not right. If this is happening, it is very important for you to speak out and say that you do not want to be involved with something that you feel is wrong. If you do know about something wrong that has happened it is important to tell your teacher. Speaking out can be of significant assistance to someone, particularly when nobody else is prepared to speak out. Do not be one of the crowd – make sure that you speak out to help yourself or someone when you have to.

➤ When do you think it might be important to speak out?

➤ Can you think of any examples of people speaking out to stand up for themselves or someone else?