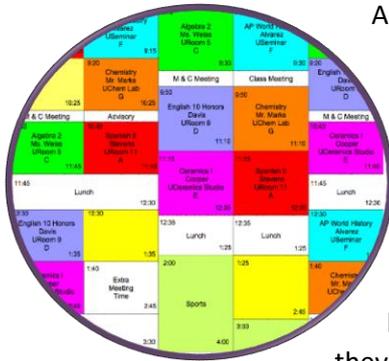


Organisation

As children grow older, we expect that they will take increased responsibility for their belongings. This requires them to forward plan for their school day, use strategies for remembering to pack their belongings at the end of a lesson/day and consider times required to complete any homework that is set for them. You will find strategies to trial in order to support these skills, however it is important to talk to the child and see if they can think of any new strategies that may help them also.



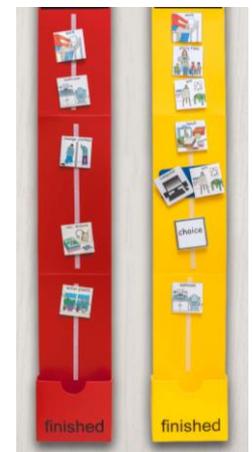
School Bag Packing

- Have copies of the child's timetable available in a visible spot at home. Copies could also be made for their school bag or locker.
- Encourage the child to empty their school bag at the end of the day and have a storage system to put items away. It is also beneficial for the child to pack their school bag the evening before going to school so that belongings are not forgotten in the morning rush.
- Use a colour coding system for different subjects, i.e. English is blue so all English books are covered in blue, English is written in blue on timetable and they have a blue box to put their books when not needed.
- Encourage the child to use their school timetable to consider what is necessary to bring to school for the lessons that will happen i.e. when to take sports kits, library book and musical instruments. Notes or symbols can be added onto the timetable to remind them.
- Consider using a checklist that is ticked off before leaving the house i.e. PE kit, guitar, English book etc. This could list the items or contain visuals as reminders.
- Consider the type of school bag; pockets can be useful for organising but too many can be confusing. Also make sure they have a consistent pocket or purse to hold emergency money for travel or food, contact numbers and a secure place for his house key if necessary.

Y7CM	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30
Monday	Library	English	Maths	ICT	PSICHE	Geography
Tuesday	English	Art	Science	History	PSICHE	Geography
Wednesday	Library	DT	Art	Drama	ICT	Design Technology
Thursday	PE	Maths	RE	English	History	PSICHE
Friday	Library	Maths	Art	Science	RE	PSICHE

Morning/Evening Routine

Create a laminated visual timetable with your child, listing all of the things they must do as part of their morning and/or evening routine. Attach these to a sheet that is stuck up on a wall with each task secured with velcro. When the child has completed that task, they can rip it off and post it into a 'finished box' or they could stick it on to a 'done sheet'. This strategy can be broken down further for activities such as dressing i.e. pants, socks, trousers, shirt etc.



Organising homework

- Use of a homework diary or notebook to note down important pieces of information can be a useful tool for individuals who forget spoken information.
- It can also be useful to have a ring binder with dividers or a box file for different days of the week, to organise homework, or coloured dividers for different subjects. At home, you may like to organise homework into plastic folders for days of the week and use a checklist, so you can tick off when you have done your homework.
- Make lists of things to do and cross off as they are done.
- Use post its and have a notice board or consistent place to stick these. Different colours can be used to show the importance of tasks i.e. pink for urgent, green for in a few days time). These can be stuck up on a wall chart and then taken off or ticked off when completed.
- Leave space on timetables for adding reminders.
- Consider attending homework clubs.
- Allocate time in the weekly timetable for completing essential work.

