



Organisation for secondary school.

Getting ready...

- **Daily Routine** - Plan a routine at home from when you get up in the morning to when you go to bed at night and stick to it.
- **Uniform** - Get your uniform ready the night before to make sure you have everything you need.
- **Label cupboards and draws** in your room to help you remember where things go and keep your room tidy
- **Washing** - Use a timer when you are in the bathroom to set a time limit for the length of time you are in there.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-8:55	Classtime	Classtime	Classtime	Classtime	Classtime
8:55-9:00	Registration	Registration	Registration	Registration	Registration
9:00-9:30	Assembly	Assembly	Assembly	Assembly	Assembly
9:30-10:30 (9:45-11:15)	Literacy	Maths	Maths	Maths	Maths
10:30-10:45	Swimming	Break	Break	Break	Break
10:45-11:45 (11:00-11:45)	Maths	Literacy	Literacy	Literacy	Literacy
11:45-12:15	French	Packed lunch	Reading/Book Change	Reading/Book Change	Packed Reading
12:15 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 2:00	ICT	Science	WPA Time	IPC	IPC
2:00 - 3:00	RE/SEAL	Science	Art - 1:45-2:15 PE - 2:15-3:00	IPC	PE/Art
3:00-3:15	Class Story	Class Story	Class Story	Class Story	Class Story

Things to help while you are at school

- **Cutlery** - If you struggle with a knife and fork take a packed lunch to school instead.
- **Packed Lunch** - Make your lunch the night before.
- **Money** - You might find it easier to use pound coins to buy lunch rather than having to deal with a lot of change.
- Make sure you have **credit** on your phone.

School bag tips

- A **rucksack** with a number of compartments is useful, so you can have different sections for certain items. Smaller sections are useful for school supplies such as a pencil case. Always keep things in the same pockets.
- Go through your **school bag** each evening before going to bed - taking out anything you don't need, and making sure you have everything needed for the next day, including homework - refer to your school timetable.

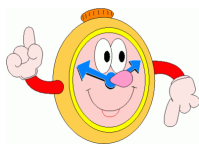
•Use **reminders** on your phone for anything that you need to remember to take to school or put a post it note on the front door.



•Use a **Whiteboard or notice-board** in your bedroom to make a note of anything important you need to remember.

•Make a **list** of the tasks you have to do, crossing each one off as you do them - use a notebook or notes on your phone. Use lists around the house if this is helpful

Self care is important!



•**'Me' time** - Make time for yourself - don't burn out completing school work.

•**Exercise**, for health and well being.

•Don't worry about what your peers are doing, try and find **hobbies** that suit you and that you are interested in.

Top tips!

•Have copies of your **school planner** at home, and have a smaller laminated copy of your planner in your bag or pocket to refer to throughout the day.

•**Plan** your time at home to complete homework so it can be handed in on time. Include any out of school clubs or activities you attend.

•Use **notebooks** to write down your homework and when it should be handed in.

•**Name** any notebooks or loose bits of paper, so if you lose them they can be returned to you.

•Use **different coloured** notebooks or folders for different subjects to keep work organised and easy to find. You could colour the lessons on your planner the same colour.

•**Sticky notes** can be used to mark important text in books that would be useful to refer back to.

•Find a **quiet place** to study and **keep it clear** from papers and books etc.

•**Use a clear plastic pencil case** so that you can easily see what you have got in it.

•**Coloured pencils or highlights** are useful to make key points stand out.

•Make sure you have a **couple of pens and pencils**, in case you lose one.