



## Personal Organisation

For the pupils that need a little extra help keeping themselves organised, we can support them in many ways:

- Keeping their books in a personal tray so they can access them with support or independently
- Staff are always available to offer support and answer queries
- Greet specific students and ensure they are set for the day
- Homework support and guidance to help prioritise and understand the task set
- Support with timetables, room changes, assemblies, subject review days, exam timetables, timekeeping
- Ensuring a good standard of personal presentation
- Encouraging pupils to be responsible for their own belongings
- Teaching awareness of their surroundings e.g. tidying up after lunch
- Ensure good use of the school planner
- Revision strategies

Our long-term aim is to support pupils to become as independent as possible with their own organisation.