



Organising and Planning

The skills we need to practice to help us to plan our school day include

- Packing/unpacking bag
- Preparing for timetabled subjects
- Making sure you have required books for subjects
- Checking you have the correct tools for practical subjects
- Following your timetable
- Finding your way around school
- Getting to transport in time

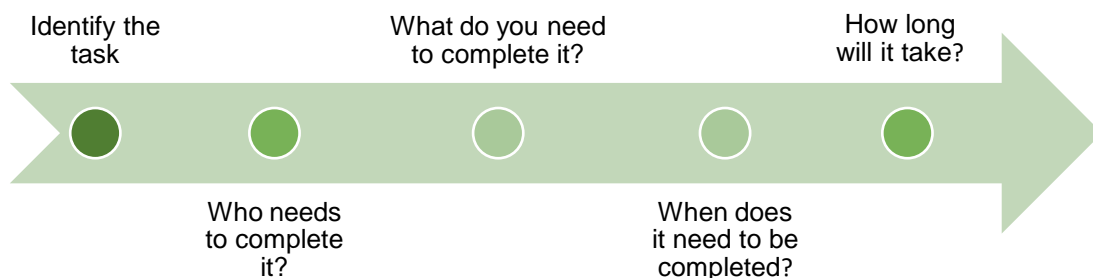
There are many ways in which we can help to plan and organise ourselves which we will explore in this pack. It is important to remember that everyone is different and what might work for one person may not work for another. We recommend you try out the different strategies suggested to find which works best for you.

Being Organised

One of the key skills in secondary school is being organised and developing time management skills. Many people have difficulty with this task, therefore it is important that you practice to develop this skill.

Being organised includes being able to plan for the day ahead, prepare for individual tasks throughout the day and ensuring you have all the resources and equipment you need to be able to complete these tasks.

To become organised, we need to;



It can be challenging to guess how long something will take so you need to work this out and record it so you can practice. Use daily checklists to make sure you haven't forgotten anything. Try writing down all the things you need to do each morning before and after school (page 10). You could laminate your lists or place in a plastic sleeve so you can check off each task as you complete it using a wipe-off marker.

Task

Write a list of all the thing you need to do before you go to school e.g. get dressed, brush teeth, have breakfast etc. Have a guess at how long each task takes and write it down beside it.

Using the table below, write down each thing you do in the morning and time yourself. How did it compare?

Getting Ready for School

Morning Task	Time Taken
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total
	Start Finish Total

Total time taken to get ready _____

Using Your Timetable

Familiarise yourself with your timetable. Your timetable will have lots of important information on it such as the lessons you have each day, the room it is in, which teacher you have and lesson times.

If you have a 1 week timetable you could try **Colour coding** the different subjects on your timetable like the example shown.



Or **Colour coding** your school books to the same colour as your timetable.



Task

Take a look at the examples of both timetables on the next page.

Use one of them to answer these questions;

- On what days would you have PE?
- Who would your teacher be for Maths?
- What room would you need to go to for English?
- What room is registration?
- What is your favourite lesson? Which day is it on?
- List the equipment you might need for Friday's lessons;

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- Which timetable did you use? And why?

Timetable 1

Year 7 timetable		Lesson 1	Lesson 2		Lesson 3	Lesson 4		Lesson 5	Lesson 6
Monday	Registration 08:50-09:00 F11	English Mrs Smith A08	Art Mr Wood F06	Break	Science Mr Wheeler C05	Welsh Mr Evans B07	Lunch	IT Miss Atherton B19	Maths Mrs Brown C10
Tuesday		Drama Mrs Rogers E22	English Mrs Smith A08		History Miss Craft G03	R.E Mr Pierce G27		Science Mr Wheeler C05	PE Miss Wright Sports Hall
Wednesday		Science Mr Wheeler C05	Geography Mr Wilson A15		French Miss Gustaw F11	English Mrs Smith A08		PSHE Mrs Henry G14	Maths Mrs Brown C10
Thursday		English Mrs Smith A08	Welsh Mr Evans B07		Maths Mrs Brown C10	PSHE Mrs Henry G14		History Miss Craft G03	Drama Mrs Rogers E22
Friday		Maths Mrs Brown C10	IT Miss Atherton B19		Design Tech Mr Davies F09	PE Miss Wright Sports Hall		Music Mrs Jones G23	English Mrs Smith A08

Timetable 2

Year 7 timetable		Lesson 1	Lesson 2		Lesson 3	Lesson 4		Lesson 5	Lesson 6
Monday	Registration 08:50-09:00 F11	English Mrs Smith A08	Art Mr Wood F06	Break	Science Mr Wheeler C05	Welsh Mr Evans B07	Lunch	IT Miss Atherton B19	Maths Mrs Brown C10
Tuesday		Drama Mrs Rogers E22	English Mrs Smith A08		History Miss Craft G03	R.E Mr Pierce G27		Science Mr Wheeler C05	PE Miss Wright Sports Hall
Wednesday		Science Mr Wheeler C05	Geography Mr Wilson A15		French Miss Gustaw F11	English Mrs Smith A08		PSHE Mrs Henry G14	Maths Mrs Brown C10
Thursday		English Mrs Smith A08	Welsh Mr Evans B07		Maths Mrs Brown C10	PSHE Mrs Henry G14		History Miss Craft G03	Drama Mrs Rogers E22
Friday		Maths Mrs Brown C10	IT Miss Atherton B19		Design Tech Mr Davies F09	PE Miss Wright Sports Hall		Music Mrs Jones G23	English Mrs Smith A08

Getting Around

Before starting school in September you should have visited your new school more than once and been shown a number of things. Before you start school, you should have a pretty good idea where some of your classes will be, where the toilets are located, hall, changing rooms and where the school office is. If you are worried about getting around your new school you are not alone, many of your classmates will feel the same way as you!

Helpful hints:

- **Colour code** your timetable and each class on your map the same colour this will give you a quick way to find out where you are supposed to be.
- Ask a friend or classmate if they share any lessons with you, this way you could help each other find your way around this new environment.
- When walking to school it's important to remember that sometimes the quickest route is not the safest or the simplest to understand so it is a good idea to discuss and plan your route before you start in your new school.
- Talk about road safety with a family member.



rushing.

- If you are worried about how you are going to get to school, complete the tasks on the next page, it will help you to prepare.
- On your first day you could arrange to meet a friend so you can do this for the first time together.
- Make sure you leave the house in plenty of time so you are not

**Remember it is normal to feel worried or concerned about these things, you are not alone!
If in doubt, follow other children wearing the same uniform!**

Task

With a parent/guardian think about how you will be getting to school.

To help you to prepare, choose the method of transport you will be using. Complete the tasks and answer the questions on a separate piece of paper.

Walking

Think about the route you will take to school.

*Print a map of your local area (or you could draw one) and use a pen to draw the route you would take to school

*Can you find another route you could take?

*Which one do you think is the quickest route?

*How long do you think it will take to walk?

*Have a go – try walking to school using both routes, time how long it takes you to get there. Write down the time it took.

*Where you right?

*Which route do you prefer?

Getting the bus

* Where the bus will pick you up from?

* Do you know how to get to the bus stop?

* How long will it take to get to the bus stop?

* Try walking to the bus stop and time yourself to see if you are right.

* What time is the bus due to pick you up?

* What time will you have to leave the house to get to the bus stop before the bus is due?

* Is it a school bus or a public bus you will need to take?

If taking a public bus to school, complete the next section also.

Public Bus

(please only complete this task with consent of a parent/guardian)

If you have not already been on a bus on your own before it might be a good opportunity to try this before starting school, particularly if using public transport.

* What is the bus number you need to take for school?

* Check out the bus timetable for the bus you need to take for school. (you can do this from a printed timetable, online or on the buses app if they have one).

* If you are unfamiliar with this bus and the route it takes, ask your parent/guardian if they will accompany you on the bus to your new school. Take note of the route that it takes and the bus stops you will need to use.

* Once you have done this arrange to take the bus on your own or with a friend. Remember to check the bus times for getting home again.

Planning

Using the tasks that you have completed, work out the times needed for each of the tasks.



Task	Time
Get up at...	
Get dressed by...	
Have breakfast at...	
Leave the house by...	
Bus due at...	



Using the information gathered in the tasks complete the questionnaire.

What date do you start secondary school?

What time does school start?

How will you be travelling to school?

If traveling by bus...

- What time is the bus due?
 - Where does it pick up from?
 - How long will it take?
 - Will you need a bus pass?
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If walking to school...

- Will you be walking with friends?
 - Do you know the route to take?
 - Do you know of an alternative route if needed?
 - How long will it take to get there?
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What times are breaks?

Lunchtime

- Will you take a packed lunch?
 - If school dinners, how are these paid?
 - Do you have any allergies/ food intolerances that school need to be aware of?
 - How will these be managed?
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What time does school finish?

How will you get home from school?

If by bus...

- What time does the bus leave?
 - Which bus will you need to get on e.g bus number?
 - Where does it leave from?
 - Where is the nearest stop from your house?
 - Is it the same place you get on the bus in the morning?
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If walking...

- Will you be walking with friends?
 - Do you know the route to take?
 - Do you know of an alternative route if needed?
 - How long will it take to get home?
-

If getting picked up...

- Where will you meet?
 - What time are you expected by?
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Packing Your School Bag

There will be a lot of things to remember when you start high school, making sure you have everything you need with you for all your lessons can be a challenge. There are different ways you can help organise yourself. It's helpful to try out different methods to find out what works best for you. It may help you to write down what you need to remind you. This can be done in different ways;

- You may find a checklist helpful (Example on page ??),

✓	Schoolbag Checklist
	Diary
	Pencil case
	Water
	School books
	PE kit
	Lunch card/money
	Bus pass
	Snack
	Homework
	Lunch



- A visual timetable can be used as a prompt of the things you need. These can be made with photographs or you can download pictures for free at

<https://www.twinkl.co.uk/resources/class-management/daily-routine/visual-timetable>

- You may find that a keyring reminder (page 11) with items needed in your bag helps as a quick prompt.

- A white board can help you to organise your day and give you a full picture of what your week looks like.



Remember

- It is best to pack your school bag the night before, this gives you more time to plan the things that you need and reduce the need for rushing in the morning and the risk of forgetting things.
- Have an area or container where all school things can be kept when not needed so you know where to find things.
- Can you leave any books in school during the week? Do you have a locker or somewhere safe to put things?
- Pack your bag yourself so you know where everything is and can find it easily. Ask a parent/guardian to check it after packing until you are confident.
- Unpack at the end of the day and have an occasional clear out and throw away any unnecessary items.
- Some children prefer to take all of their books to school each day so they are always prepared for each lesson but this can be hard work and heavy. Have a plan for which books you need for each day.

✓	PE Checklist
	Indoor top
	Outdoor top
	Trainers
	Socks
	Shin pads
	Shorts
	Towel

▪ You may find it helpful to create a separate checklist of the equipment you need for PE. Some days you will need to take extra items for days when you have PE. Does this easily fit into your normal school bag with everything you need for that day or do you need a separate bag? Try having this packed and ready at all times!

- Clear pencil cases can help you to see what you have and easily find what you need. Do you need to create a list of all the items you will need in your pencil case?

Hints and tips

- Always **plan ahead** – try not to leave things until the last minute.
- Use an **alarm clock** to get up in the morning and set it for the same time for every school day.
- **Clear/ transparent pencil** cases can help you to find things easier.
- Use **visual planners/ checklists** to help you remember the things that you need throughout the day
- Use **coloured post it notes** to remind you of important tasks
- Use your **school planner/ diary** to remind you of any homework set and when it is due. Use it to record important information such as school trips, appointments, exams and school holidays.
- **Dictaphones** may be useful if you find it hard to write everything down quickly. Be sure to get teachers permission before doing this.
- **Colour code** your books and timetable
- Make a **to do list** to remind you of things that need to be completed and cross them off as you complete them.
- Get school clothes ready and pack your school bag **the night before**.
- Only take what you need for the day
- Identify a place in the house for **storing your school books and equipment** to make them easier to find when you need them.

Remember.....**DON'T PANIC!!**

Lots of people find planning and organising difficult. We all have different ways of doing things, it's important that you find the strategies that are right for you. Plan ahead as much as possible and **don't be afraid to ask for help** if you find things difficult.

My Checklist for _____

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My Checklist for _____

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Keyring Reminder

			
Pencil Case	Homework	Exercise Books	Money
			
Lunch Card	Drink	Snack	PE Kit
			
Coat	Planner	Lunch	Calculator

To create your Keyring

- Print out the cards above
- Laminate them
- Put a hole through each card
- Attach a keyring

Now use this as your keyring for your house or school locker key.

Alternatively store it in a place that works best for you, for example: in your bedroom or next to the front door.

If you would like this laminated and you do not have access to a laminator in school or home, please contact us.

