



## **FACT SHEET: ORGANISATION**

### ***Homework Management***

- Organise the home environment so that work is in three colour coded trays: work to be done, work under-way, and completed work to be handed in.
- Use “Post-it” index tabs to mark pages.
- Book-rests used on the desk can help when copying work.
- Use a highlighter pen.
- Laminated memory cards, such as spelling, timetable squares. Play games such as snap, memory game, etc to practise spelling and timetables.
- Advise him/her to put his bag in a locker or a specified place each day and return to collect it.
- Keep desks free of clutter
- Pack his / her school bag the night before and check the timetable for lessons