### Time management

- If you are unable to be in school, it can be difficult to know how to divide our day. Make sure you set yourself tasks to complete within reasonable time limits. Like the school day, don't set yourself a task that will take longer than 50 minutes.
- While you are completing this task, try to set yourself smaller goals in order to stay focused. For example, I will complete question 1 and 2 by 9.10am.
- If you are completing an extended answer, make sure you plan your answer first and tick the sections off as you complete them.



Introduction Paragraph 1 Paragraph 2 Conclusion



#### **Organisation**

- Make sure that you keep any work that you complete organised.
- Use your class jotters and ensure that you note down dates and clear headings of work completed.
- When you complete tasks for your subjects, add them to a list for each subject so you know what you have completed.
- Make a to-do list each day so you know what you have to do and when it is complete. If you don't get it complete, add it to the next day's list.

English	✓	Maths	✓	French	~
Close reading paper		Questions 1-4 from pg 30		Worksheet on 'La Mode'	



For each day – set yourself specific tasks to complete during set times. Make sure you also factor in time for relaxing and physical activities.

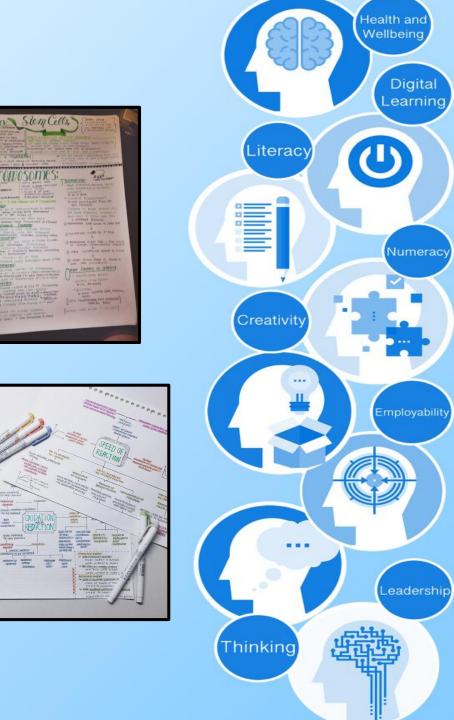
You could follow the school timetable, or create an alternative one depending on your home situation. You will find a blank timetable here.

Time	9-10am	08.45-9.35		
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				



#### <u>Tasks</u>

- Use a variety of tasks/ways to complete the work you are assigned.
- Use mind maps to create revision notes
- Use flash cards to create revision notes
- If you are completing a task involving extended reading, use a guide to allow you to focus better and break the passage down.
- Highlight key words in questions and take your time to process exactly what the task is that you have been set.
- If you are struggling to complete a certain task assigned, see if you can complete it in a different way, for example creating a poster on a topic rather than an extended answer or creating a PowerPoint. You should always try to complete the task set, but if this is too difficult for you or you are struggling to fully understand the task, do what you can to demonstrate your knowledge.



# **Digital Support and useful website links**

- If you are struggling to read through lengthy passages, and are finding this difficult, Text-to-speech software can be downloaded for free (after seeking parental approval) from the <u>Call Scotland</u> <u>Website</u>.
- Work out whether working from your jotters or using a home computer/laptop is more supportive for you and see if time can be made for ICT use with parents.
- <u>Dyslexia Scotland</u> provides a number of useful resources and other strategies that you may want to consider as well.
- <u>National Autistic Society</u> provides a number of useful resources and other strategies in terms of supporting a young person with autism
- <u>Colorviel</u> can be downloaded for free and will change the background screen colour. This is of particular benefit for young people who experience the symptoms of visual stress.
- <u>The Link</u> here takes you to some relevant content on the Coronavirus and supporting young people who may feel overwhelmed.
- Please also access our <u>Mental Health and Wellbeing</u> website for more information and support.

