



# How to set up a routine

ENGLISH

## FACT

Children work best when they know exactly what to expect. Structure and routine make them feel more secure, because they know what to do and how to do it. This helps us as parents and caregivers, too!

## TOP TIP

Create a routine in which everybody knows **WHAT** to do, **WHEN** to do it and **HOW** to do it. Break the 'how' up into simple steps to follow.

### AN EFFECTIVE ROUTINE IS:

#### REALISTIC

It suits your needs and your limits, and you can adapt it if you need to.

#### VISIBLE

It uses charts, colours, words and pictures that everyone can easily see and understand.

#### CONSISTENT

Things are done in the same way every time, so there is no guess-work.

### HERE ARE YOUR 'HOW TO' STEPS:

# 1

#### WHAT:

Identify the most important things that need to be done during your teaching time. This will mainly be the lesson content and activities. But remember to include things like setting up, taking a comfort break, and packing up.

# 2

#### WHEN:

Set a time frame for each activity.

# 3

#### WHEN:

Arrange the activities in order to create a timetable.

### TO DO:

8:20-8:30	Set up workspace (10 min)
8:30-8:45	Mark yesterday's language (15 min)
8:45-9:15	Language (30 min)
9:15-9:30	Comfort / tea break (15 min)
9:30-9:45	Mark yesterday's maths (15 min)
9:45-10:30	Maths (45 min)

# 4

Make your timetable **VISIBLE** so everyone knows what to do and when to do it.

# 5

**HOW:** It is very useful to break certain activities down into simple steps. This shows **HOW** things should be done.

## REMEMBER



#### DO IT TOGETHER:

work together with your child to set up a timetable that you can both stick to.



#### BE REALISTIC:

only give your child as much as he or she can do. Keep lessons short, take regular breaks and include time for playing and having fun.



#### SHARE IT:

make sure everyone in the house knows the routine so they can respect and support it.



#### BE FLEXIBLE:

routines are meant to ease stress, not create it. If your routine isn't working, change it.



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