

A guide for schools

Checklist



What is it?

- Checklists are a list of items required, things to be done, or points to be considered. They can be used in school and also shared with parents at home to support independence with packing a school bag for example.
- Checklists can help to communicate the details of a piece of work, such as what equipment is needed.
- Checklists give the pupil more accountability for the task and support their independence.
- **Please note:** Children will first need to learn how to use Checklists. They may need encouragement to refer back to them.
- Praise the pupil for using them and completing tasks independently.

How to use it

- Pupil approaches Teacher/TA and they would give the necessary checklist for the activity.
- Pupil names checklist out loud, to confirm understanding to staff member.
- Pupil finds the equipment and ticks off e.g. maths lesson checklist may include pictures/ words/ words and pictures of:
 - Maths class book
 - Pencil
 - Rubber
 - Ruler
 - Counting cubes
 - Number line

Why use it

- Checklists can enhance memory and retention of information.
- When learners engage with a checklist, they actively review and reinforce their understanding of the information.
- Checklists provide a visual representation of progress. This sense of accomplishment can increase motivation.
- Checklists provide learners with a sense of structure and guidance, reducing uncertainty and increasing confidence.
- They can help learners to stay focused on the relevant information.

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What is it?

- Most people rely on lists, notes or diaries to remind them of what needs to be done and when it has to be completed. Everyone has different ways of working and no single way suits everyone.
- Some people prefer a written to do list or checklist, others may prefer to use technology such as apps. These can automate much of the process and can be more efficient.

To Do LIST:



Google Keep



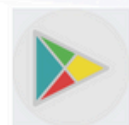
Todoist



Any.do



Notes



Some people like lists that they can tick off. There are several apps for this, such as:

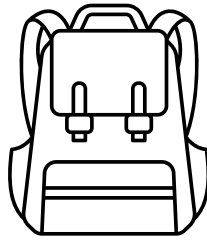
How to use it?

- It's important to have a structure to a to-do list. If the student uses an app the structure is provided for them. Encourage them to practice using it to develop discipline.
- Paper To- do lists can be used alongside colour coding to reinforce memory e.g. all homework tasks are blue, all self care tasks are red.

What do I need?



Pack your **school bag**



Pencil Case

Reading Book

Packed Lunch

Jumper

Coat

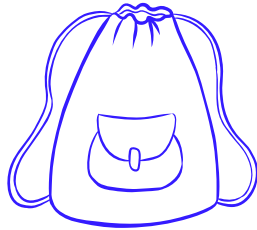
Water Bottle



What do I need?



Pack your **PE bag**



White PE top

Black PE trousers

Trainers

PE Jumper

Water Bottle

