



SPOTLIGHT ON SEND



If you have any questions please contact Mrs Downs, our Inclusion Leader.

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Helping you child to become more organised is a key life skill. It will help them to be more prepared every morning, be ready for day trips and holidays and assist them with a bedtime routine.

Here are a few tips to help your child to be more organised.

Make a list
of what you
need to do.

Get
resources
ready in
advance.

Make a
timetable.

Prepare
your child
for any
changes.

Take time
to rest.

When you
think of
something,
write it down.

Give them
tasks to
complete.

Break tasks
down in to
smaller
chunks.

Have a
set
routine.

Make tidying
and
organising
into a game.

Morning Routine



Go to the Toilet



Eat Breakfast



Get Dressed



Brush Teeth



Put Shoes On



Get Backpack Ready

www.foreverorganised.com

Bedtime Routine

Digital Checklist



eat dinner



put toys away



do homework



take bath



brush teeth



put on pajamas



bedtime story



get in bed



go to sleep