

Parent/Teacher Newsletter

Helping Hands Organizing Materials



Created by: SHIP Occupational Therapists

Allied Health – Edmonton Zone

Edition 2

SHIP Occupational Therapists give ideas to improve the fit between a student and the tasks they do at home and school. A good match can increase a child's belief in their abilities. This helps them have success on tasks they feel are important. In this month's newsletter, we review strategies for organization.



The ability to organize daily activities is useful in childhood and adulthood. Help your child start early! They will be able to put more energy into schoolwork instead of a constant search for supplies.

Organizing Schoolwork

- Have your child **date** every worksheet, handout or loose-leaf paper on which they work. This will help to keep work in order.
- If two or more pages go together, have your child **number the paper** in a consistent place (i.e. the top right corner).
- **Have regular binder, locker and/or desk checks.** Ensure that your child has all loose papers put away in the proper place. Create a checklist of items that you will look for during this organization check. For example:
 - ✓ Every paper is dated and placed in order.
 - ✓ No papers are falling out of the binder.

✓ Subjects are all in their proper binders and sections.

✓ The project or notes look neat.

- **Remembering homework:** Student's can put the project in a folder or backpack as soon as it is given. Write homework tasks on a special section of the board. Review at the end of the day.
- Have a folder for papers that are to be taken home and left at home (i.e. newsletters). Make another one for papers that are to be taken home and brought back to school (i.e. permission slips).
- **Have a three-hole punch available at school and at home** for your child to use.

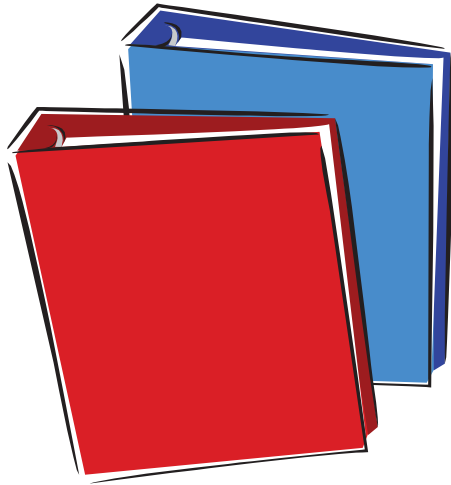


- **Give students time to sort their papers into the correct binders.** Try it at the end of a class or homework session. Assign "sorting buddies" so partners can check each other's binders on a regular basis.
- At first, it takes more time and effort to sort tasks and supplies. Offer some exciting options for 'free time' that should be included into every day. Teach your child how the free time can increase as they have more success planning their day.

- **Make it fun!** Allow your child to decorate his/her binders or dividers with magazine pictures, drawings, etc.

Organizing Binders

- Use different coloured binders for each subject.
- Use good quality binders that won't fall apart.
- Use dividers to break up sections.
- Use hole reinforcements where necessary.



- **Designate a study space:** Find a place to study that is quiet with good lighting. Make sure there are pens, pencils and other supplies handy.
- **Designate a study time:** If no homework is assigned that day, encourage review or reading. Often, it is best not to set this time directly after school. Your child needs some time to unwind.
- **Weekly clean-ups:** Encourage your child to do a weekly clean up to organize his/her school bag, study space, etc.



Organization for Home and School

- **Checklists:** Try some “to do” lists for assignments, chores, supplies, etc. Keep a small pad of paper handy on which your child can complete these lists. As a task is completed, your child can cross off the item. This will help them see how much they are getting done.

