

5 Ways to support your child's organisation

To help your child stay on top of their remote learning this half-term, here are some ideas on what you can do together to get organised.



1

Create task lists

At the beginning of the day, create a task list together. Look at what's expected in each lesson in order to be as specific as possible on what needs to be achieved that day. Make a note of the time of any subject surgeries, and any questions your child might want to ask.

2

Organise emails

It's important that your child's email inbox is organised so that they don't miss important notices from the school or from their teachers. Create labels for filing away their emails, and encourage them to spend time sorting through their inbox at the end of each day.

3

Encourage note taking

Your child can use Google Keep to make a note of any questions they may want to ask you or their teacher about their work, and to jot down reminders of any tasks they need to go back to at a later date to review. They could also store links to useful websites here.

4

Organise documents

Support your child in organising their documents into subject and topic folders. This will enable them to easily locate their work.

5

Keep on top of feedback

Ask your child if they have responded to their feedback from their teachers. It is important that your child stays on top of this so that they can make progress; they could even collate their feedback on Google Keep so that they have to hand when they are completing their next piece of work.