

Using the Visual Timetable Strategy

- Strip-mount (use Velcro if possible) the signs separately
- Use a long piece of card (laminated) to fix them to
- Place the timetable at the children's eye line sight, in clear view with easy access
- Keep the timetable simple e.g. register, work, tidy up time, snack time, playtime, outside dinnertime.

Complete the strip with the children in the morning session. Repeat in the afternoon. (Doing a whole day is too long and complicated)

This does not need to take a long time but it is beneficial to make it routine and we strongly recommend this.

If there is going to be something different, for example the photographer or a special visitor, use the 'change' sign.

It is not necessary to have signs for every activity. It can become very complicated to administer. Just use the sign for 'work' to indicate when they have a focussed task to do.

If you have children who are worried by changes or who have not grasped the routine and are often asking adults what is going to happen, the visual timetable is a comforting and easy way to ease their minds. It works best if it is used every day, rather than occasionally.

When the activity is coming to a close or has finished, indicate this by covering the activity with the 'finished' sign whilst you tell the children. (A timed warning can help support smooth transitions and changes in routine). Show the children the new activity on the card. This can be given to a child and taken to the area to help them understand and learn routines.

During the morning group/register time, go through the order of the morning with all the children and then if possible repeat individually with any children who may need support to focus and listen or are especially anxious.

Visual timetables help children understand the order of the day and the passing of time. Using it with a whole class benefits the routine and is an inclusive practice.

If you require any further help, please contact the EPU on (01724) 296679

