INDEPENDENT STUDY SKILLS

YR
- Take turns to speak and listen
- Make meaning clear in speech
- Respond appropriately to peers and adults
- Know and understand simple rules
- Know where to find equipment
- Be able to follow two directly related instructions
- Ask an appropriate adult for help
- Repeat key points of instructions
- Be able to make choices about books
- Choose play activities thoughtfully
- Make observation about pictures and artefacts

Y1
- Listen carefully and respond to unrelated instructions
- Select resources independently
- Use teach pre-selected materials to obtain independent support
- Follow simple written instructions
- Obtain information from pictures, artefacts and simple charts

Y2
- Use the library independently
- Work with few reminders of daily routine
- Find own resources
- Follow written instructions without prompting
- Work with a partner to check/review work
- Be able to apply class/school rules
- Complete work set at home
- Use spelling aids
- Obtain information from pictures, captions, artefacts, simple charts and diagrams
- Obtain information from simple text

Y3
- Be able to start work independently in the morning
- Interpret written instructions independently
- Set personal targets
- Work co-operatively with/help other pupils
- Manage own reading/library book
- Keep reading records up to date
- Put date on all work
- Put name on all loose paperwork
- Obtain information from simple charts, diagrams, artefacts and text justifying what they think with reference to the source
- Start to locate information with support
Y4
- Complete tasks set in given time
- Aim to complete all work
- Begin to organise own time
- Have an awareness of time constraints
- Write own comments in reading records books
- Organise and keep own work carefully
- Be able to access information from a variety of sources
- With support, write questions as a basis for research

Y5
- Be aware of levels and know what they have to do to achieve them
- Use computers independently
- Start to be able to make/take notes
- Write questions as a basis for research

Y6
- Level own and other pupil’s work and be able to justify levels
- Skim/scan, take/make notes
- Use more than one source of information when researching
- Collate information from a variety of sources
- Structure research findings appropriately
CLASSROOM RESPONSIBILITIES

YR  
- Name work
- Be able to find way around school
- Move around school appropriately
- Find and return resources within own classroom
- Handle equipment carefully
- Show respect for the belongings and work of others
- Stay on task for appropriate amounts of time
- Behave appropriately around school
- Complete tasks within an appropriate period of time

Y1  
- Ask a designated person for help before asking the teacher
- Start next activity independently when appropriate
- Complete allocated tidying jobs appropriately
- Use toilets and water fountains at break times if possible

Y2  
- Settle to work
- Collect, be responsible for and put away equipment
- Complete tasks on time
- Listen and follow instructions and directions
- Talk quietly while working
- Find own books and put away after use
- File loose paperwork in folders
- Title, date and label work
- Follow class and school routines

Y3  
- Keep cloakroom areas tidy
- Be responsible for the care of equipment and put it away appropriately
- Return all resources used to the correct place
- Plan own presentations to assembly

Y4  
- Be able to choose from a range of tools/materials/equipment and justify decisions

Y5  
- Keep corridors tidy
- Organist events for the whole school

Y6  
- Librarians support others in use of library
- Welcome visitors to/show them around school
INDEPENDENT PERSONAL ORGANISATIONAL SKILLS

YR  •  Start to develop dressing skills – zips, Velcro fasteners, poppers, buttons, shoe laces and ties
      •  Be responsible for taking books from and to school for home/school reading
      •  Understand and take part in class routine
      •  Tidy up
      •  Able to organise self in the morning – book bag, hang up coat independently
      •  Remember lunchtime arrangements
      •  Be responsible for own property

Y1  •  Be aware of personal belongings and those of others
      •  Follow instructions promptly
      •  Be secure in dressing skills
      •  Be able to help others to dress/work co-operatively with a peer before asking an adult

Y2  •  Go to the toilet/get a drink at appropriate times
      •  Be careful of personal belongings and able to find them
      •  Move around school with care and respect for the environment
      •  Be able to manage daily routine
      •  Be responsible for own book bags and its contents
      •  Show respect for the personal space of others

Y3  •  Remember P.E. kit
      •  Leave clothes tidily before P.E.
      •  Get changed for P.E. in a reasonable amount of time
      •  Hand in homework on time
      •  Prepare for the day independently, settling quickly in the morning
      •  Ensure band instruments are in the right place at the right time

Y4  •  Organise at the beginning of the day so that all equipment needed is in the classroom and accessible

Y5  •  Follow Golden Rules without supervision
      •  Help younger children with problems