



ACADÉMIE ST-LAURENT ACADEMY

SETTING UP HOME WORK SPACE WITH YOUR CHILD:

Designated homework area:

Another piece that is important, is establishing a consistent space where your son/daughter completes their homework/studying or projects. It should be a quiet space, with limited distractions, with all the tools needed (calculator, pencils, eraser..etc), and that you are able to monitor to a certain extent. I would also ensure that there is a digital clock in the homework area and I would get them to write down the start time of his/her homework and a predicted finish time. This will assist in keeping your son/daughter on task. He can then set time goals and predict how long he/she thinks it's going to take to complete the task. He/She can even try and "beat the clock." As long as he/she isn't rushing.

Steps to setting up the homework area:

1. Choose a quiet and consistent space - Let your child choose (if reasonable) - It has to be a space that they like and are comfortable with. It needs to be away from a high traffic/noisy area and away from the TV.
2. If the child is younger, the space should be in close proximity to the parents, so that they can monitor their child's progress.
3. Good lighting, comfortable seating at a desk or work table.
4. Ensure your child has all of the tools they need within an arm's reach (pens, pencils, paper, calculator, number line, alphabet strip...etc)
5. Clock/Timer so that they know what time it is and when they can take a break.
6. Copy of their schedule in their workspace.
7. No screens, unless needed to complete work..
8. Reduce clutter in the space as much as possible.
9. Water bottle and a snack
10. For older children, they may enjoy listening to music while they work, if it's not distracting.

Prioritize Assignments

1. Have your child prioritize homework assignments by ordering them first, second, third, and so on.
2. Have a planner with her assignments listed. Most schools now implement planners and planner checks in the classroom (*middle schools and high schools may have assignments listed online*).
- 3 Do more difficult tasks first, saving the easy or fun tasks for last.
4. Cross off tasks after they are completed. We all know how good that feels

For younger Children: Create a “To do” and “Finished” bin/folder:

Have a space (bins, folders, trays) to store work that has been completed (Finished bin) during their homework time and work that isn't yet complete (To do bin) and needs to be completed later.

For older students: Create a “To do” and “Finished” Checklist:

Create a list (on paper/digitally) of the tasks that they have completed (finished) and the tasks that are still to be finished (To do). This way, they can keep track of what has been accomplished and what needs completing during the next work period.

Home Calendar:

Using a large erasable calendar at home would be a great way to support your child's executive skills. It will allow everyone in the family to have a visual of when your son/daughter's assignments, deadlines and events are coming up. With regards to the visual calendar at home, you should colour code the subject work/assignments/test with different coloured whiteboard markers that correspond to the coloured tabs they have chosen for each subject in their binder. You should also designate a colour to extra curricular activities, family events and holidays. I would put events/activities on first, so that your child can see what time is available to complete and plan school based work.

At the beginning of each month, I would also go through the school calendar that is sent out and add school events, field trips and holidays to the calendar, as well as any extra curricular or family events that are happening.

Google Doc Folders/checklist

Together at school, in your child's Google Drive, we will be creating a folder for each subject that is colour coded. The colours we use, will be the same as the colours chosen in their binder and for their home calendar.

We have noticed that many of our students are struggling to organize their Google Drive. Within student's Google Drive, we are finding a great deal of untitled documents, which makes it difficult for students to locate work and therefore consumes a great deal of their time. To help students organize their documents, We will be creating a small checklist that is attached to their laptop that outlines the steps to take when creating a new Google Doc.

Checklist:

- Title the document
- Move it to the correct subject folder

- Start work

This will eliminate having untitled documents floating around and make it easier and faster for students to locate files.