

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