

Organisational Skills	Rec	1/2	3/4/5	6/7	Jun Sec	Comments
School Bag Management						
• hang on hook, pack, unpack	✓	✓				
• stores bag independently		✓				
• packs for school-books, diary, lunch, special items		✓				
• packs and organises systematically			✓			
Desk/ Classroom Management						
• pushes chair in after use	✓	✓	✓			
• puts away items used	✓	✓	✓			
• carries out classroom monitor jobs	✓	✓	✓			
• uses initiative-offers to do jobs		✓	✓			
• keeps desk tidy		✓	✓			
• stores equipment in routine places		✓	✓			
• packs up quickly and tidily		✓	✓			
• ensures personal equipment is available and ready for use as required			✓			
• locates equipment and uses appropriately			✓			
• Independently identifies equipment from labels			✓			
• Stores unwanted materials quickly and efficiently so that the desk is ready for next lesson			✓			
• folds paper in half/ use 2 hole punch / stapler and sticky tape		✓	✓			
• files and stores work in folders with supervision			✓			
• systematic and independent organisation of desk			✓			
• Can maintain tidy storage areas in particular school lockers / desks			✓			
Care of Possessions / School Resources						
• can differentiate between own and others' belongings	✓	✓	✓			
• asks before using others' possessions	✓	✓	✓			
• demonstrates care and respect for belongings	✓	✓	✓			
• returns belongings to owner	✓	✓	✓			