

Supporting the inclusion of children and young people with visual impairment

Top Access Tips: Study/Organisational Skills

- ◆ Teach and develop from an early age
- ◆ Develop consistent organisational skills
- ◆ All staff supporting the child/young person to teach, develop and follow the same system

Organising work

Often child prints work rather than writing responses in an exercise book, thus an **accessible storage system** is required, particularly at secondary

- ◆ Teach the child the skills required to organise and store work whilst at Primary school
- ◆ Ring Binder folder for each subject studied
- ◆ Dividers for topic areas, labelled with a number at the top right hand corner in clear black print
- ◆ Contents page, numbered with sections and contents of each section— at child's print specification
- ◆ Child to print out and store work in appropriate folder in appropriate divider
- ◆ At top of each page of work - title, date completed, folder saved in
- ◆ Alongside printed work in folder, include adapted resources
- ◆ It is important for the child to have **all the resources together** for revision and read back
- ◆ Create folder for each subject on child's laptop, save work in a consistent way, e.g. title, date, name of hard copy folder and section stored in
- ◆ At secondary, child to carry one **Organisation Folder** with them, divided into numbered/subject labelled sections, contents page numbered to match section dividers

- ◆ Work printed out from the day, or day before, or completed for homework, is stored in the relevant section of the folder
- ◆ Ring Binder folders for each subject to be kept in each classroom. As child arrives at each lesson, work is placed from the **Organisation Folder** into the subject folder
- ◆ Work is then available to be marked by the teacher

Study skills

- ◆ If child is able to see highlighters, use to highlight key text
- ◆ Highlight text using the relevant aspects of WORD (if child can see)
- ◆ Use 'bump ons,' or black dot stickers in left margin to support quick re-location of information, or make coloured black dots using felt pen
- ◆ To annotate text, add numbered stickers, in left hand margin. Type out the annotations in a numbered list on laptop, or handwrite on a separate piece of paper
- ◆ Use 'post its' to mark pages and a different colour/shaped 'post it' on the page to mark line/paragraph/section
- ◆ To support revision provide key facts in bullet pointed list at the beginning/end of each topic studied
- ◆ Use line occluder/line marker (in black card) to reduce visual clutter on page whilst reading during read back/revision