



Managing the Schoolwork Sessions

Plan the schoolwork sessions so you are clear about what you want the children to achieve.

Prevent long periods of inaction

- Think about what the children will be doing as you plan the day.
- Try to vary the day so there are not long periods of sitting and listening.
- Plan so that when you have to work intensively with one child, the other(s) are working on something that doesn't require your close attention.
- Where possible adapt the tasks so you can work the group together, for example, use smooth moves for the younger ones as a break between sessions for the older ones.

Keep the session moving at a snappy pace

- Don't let a section of the day drag on for too long.
- Keep it moving so the children don't have time to get restless.
- If they are restless or stressed, provide support or take a break.

Keep any instructions short and very clear

- State any instructions clearly in short, clear steps.
- Most children have trouble following long instructions.
- Giving the instructions in stages might be more effective.
- Having written instructions will allow the older children to get on with the task without becoming frustrated with the wait.

Maintaining a positive work environment with multiple children

Use a few pointers from a regular classroom when children have stopped working and are not listening.

Get the attention of the children and wait for quiet

- Use a signal that everyone knows means – stop, look and listen.
- This might be a hand in the air. Use the signal sparingly (2-3 times a session) otherwise it will lose its effect.
- Wait for the children to be quiet and speak in a quiet, confident and positive tone. The lower you make your voice the quieter the students will become. Using a quiet voice is a more effective way to get a point across than using a raised voice. (Note -This only works once you have their attention.)

Play a game

- Bring children together quickly using a game, for example, **Simon Says**, for example "Sit quietly, Simon Says"; "Simon says fold your arms".
- Bring your voice lower and lower as you are giving the last lot of instructions.
- This strategy works best with younger children, and when it is used very sparingly.