



	RECEPTION	YEAR 1
Independent Study Skills	<p>Listen attentively and respond with relevant questions, comments and actions</p> <p>Make comments about what has been heard and ask questions to clarify their understanding</p> <p>Be confident to try new activities and show independence, resilience and perseverance in the face of challenge</p>	<p>Listen carefully and respond to unrelated instructions</p> <p>Select resources independently</p> <p>Use teacher pre-selected materials to obtain independent support</p> <p>Follow simple written instructions</p> <p>Obtain information from pictures, artefacts and simple charts</p> <p>Use the class library independently</p>
Independent Personal Organisational Skills	<p>Show an understanding of their own feelings and those of others, and begin to regulate their behaviour accordingly</p> <p>Manage their own basic hygiene and personal needs, including dressing, going to the toilet, washing hands and understanding the importance of healthy food choices.</p>	<p>Be aware of personal belongings and those of others</p> <p>Follow instructions promptly</p> <p>Be secure in dressing skills</p> <p>Be able to help others to dress/work cooperatively with peers before asking an adult</p> <p>Wash hands after every visit to the toilets, without being reminded</p>
School Responsibilities	<p>Explain the reasons for rules, know right from wrong and try to behave accordingly</p> <p>Set and work towards simple goals, being able to wait for what they want and control their immediate impulses when appropriate</p>	<p>Ask designated person for help before asking the teacher</p> <p>Start next activity independently when appropriate</p> <p>Complete allocated tidying up jobs appropriately</p> <p>Use toilets at break times if possible</p> <p>Complete tasks within an appropriate amount of time</p>



	YEAR 1	YEAR 2
Independent Study Skills	<p>Listen carefully and respond to unrelated instructions</p> <p>Select resources independently</p> <p>Use teacher pre-selected materials to obtain independent support</p> <p>Follow simple written instructions</p> <p>Obtain information from pictures, artefacts and simple charts</p> <p>Use the class library independently</p>	<p>Chose a book from the school library independently</p> <p>Work with few reminders about daily routine</p> <p>Find own resources</p> <p>Follow written instructions without prompting</p> <p>Work with a partner to check/review work</p> <p>Be able to apply class/school rules</p> <p>Use spelling aids</p> <p>Obtain information from pictures, captions, artefacts, simple charts and diagrams</p> <p>Obtain information from simple texts</p>
Independent Personal Organisational Skills	<p>Be aware of personal belongings and those of others</p> <p>Follow instructions promptly</p> <p>Be secure in dressing skills</p> <p>Be able to help others to dress/work cooperatively with peers before asking an adult</p> <p>Wash hands after every visit to the toilets, without being reminded</p>	<p>Fasten own shoelaces</p> <p>Go to the toilet/get a drink at the appropriate times</p> <p>Be careful of personal belongings and be able to find them</p> <p>Move around the school with care and respect for the environment</p> <p>Be able to manage daily routine</p> <p>Be responsible for book bag and all its contents including any school notes</p> <p>Show respect for the personal space of others</p>
School Responsibilities	<p>Ask designated person for help before asking the teacher</p> <p>Start next activity independently when appropriate</p> <p>Complete allocated tidying up jobs appropriately</p> <p>Use toilets at break times if possible</p> <p>Complete tasks within an appropriate amount of time</p>	<p>Settle to work</p> <p>Collect, be responsible for and put away equipment</p> <p>Complete tasks on time</p> <p>Listen and follow instructions and directions</p> <p>Talk quietly while working</p> <p>Find own books and put away after use</p> <p>Place loose work in folder</p> <p>Title, date and label work</p> <p>Follow class and school routines independently without reminders</p>



	YEAR 3	YEAR 4
Independent Study Skills	<p>Be able to start work independently in the morning</p> <p>Interpret written instruction independently</p> <p>Set personal targets</p> <p>Work cooperatively with/help other pupils</p> <p>Manage own reading/ library book</p> <p>Keep reading records up to date</p> <p>Put date on all work</p> <p>Put name on all loose paperwork</p> <p>Obtain information from artefacts, simple charts, text and diagrams justifying what they think with reference to the source</p> <p>Start to locate information with support</p>	<p>Have an awareness of time constraints</p> <p>Aim to complete all work</p> <p>Begin to organise own time</p> <p>Write own comments in reading record books</p> <p>Organise and keep all work carefully</p> <p>Be able to access information from a variety of sources</p> <p>With support, write questions as a basis of research</p> <p>Start to be able to take/make notes</p>
Independent Personal Organisational Skills	<p>Remember PE kit</p> <p>Leave clothes tidily before PE</p> <p>Get changed for PE in a reasonable amount of time</p> <p>Hand in homework on time</p> <p>Prepare for the day independently, settling quickly in the morning and after lunch</p> <p>Ensure musical instruments are in the right place at the right time</p>	<p>Organise at the beginning of the day so that all equipment needed is in the classroom and accessible</p> <p>Hand in all work appropriately</p>
School Responsibilities	<p>Keep cloakroom areas tidy</p> <p>Be responsible for care of equipment and personal belongings and put away appropriately</p> <p>Return all resources used to correct place</p>	<p>Be able to choose from a range of tools/materials/ equipment and justify decisions</p> <p>Organise classroom for change of use</p> <p>Clear art equipment and store in correct place</p>



	YEAR 5	YEAR 6
Independent Study Skills	<p>Complete tasks set in given time Be aware of standards and know what they have to do to achieve them Use computers independently Be able to make/take notes Write questions as a basis for research Research information and collate</p>	<p>Assess their own work and understand the achievement of others Skim/scan, make/take notes Use more than one source of information when researching Collate information from a variety of sources Structure research findings appropriately</p>
Independent Personal Organisational Skills	<p>Follow rules without supervision Help younger children with problems Settle to all tasks quickly and sensibly Hand in work without reminder</p>	<p>Be independent Make choices for their own lives</p>
School Responsibilities	<p>Keep corridors tidy Get out folders and file marked work in correct place and return</p>	<p>Organise events for the school Support others in use of the library Welcome visitors to the school when appropriate Prepare hall for assemblies Check school doors are secure</p>