



Advice Sheet 16

TIMETABLES







“Predictability and consistency are two of the cornerstones of effective behaviour management” (Gordon, 1996). One of the best ways of being predictable is to have a clear plan for where we are going. A daily timetable for the class or individual pupil is one way of supporting pupils by letting them know what is happening each day / each session. Visual timetables can be used to assist pupils to predict their day, thus easing anxiety, frustration and giving some control over the environment. Their use can be helpful for those who may have difficulty reading or those with poor organisational skills.

Some guidelines around timetables:

1. Plan a timetable and print it. Give one copy to each pupil and one to parents.
2. Visual images to brighten up the presentation and help pupils who have reading difficulties.
3. Some pupils will be able to follow a weekly timetable whereas others will need to see only today's timetable. In this case, put the appropriate day's timetable on top of the pupil's desk or ask him/her to select the timetable from a folder.
4. Some pupils may need a much simpler version which just indicates “Now” and “Next” with a symbol. These symbols can be interchanged on a Velcro board.

Now	Next
	










5. Adapt timetable to suit age and ability of pupils. Only use age-appropriate graphics / images.
6. It may be necessary to include the teacher's name and/or photograph, and classroom name / number beside each time slot for pupils who are new to the school.

TIME	SUBJECT	TEACHER	ROOM
9.00 – 9.40	Maths 	Ms. James 	201
9.40 – 10.20	Art 	Mr. Wall 	105
10.20 – 11.00	Music 	Ms. Ryan 	203






































7. Communicate with other staff so everyone who needs to know is aware of your timetable.
8. You may have one 'discretionary time' period where pupils choose a subject / work on a project etc.
9. Where possible, try to vary 'academic' subjects with 'activity' / 'hands-on' subjects.
10. Stick to the timetable. If it must be changed, tell pupils that it is being changed.

Visual Timetables could look like the following two samples:

Sample Visual Timetable (Junior Primary)

Today is Monday	
First	
Next	
Then	
Break	
After break	
Then	
Lunch	
After lunch	
Last thing	

Sample Visual Timetable (Leaving Certificate Applied Class)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.30 -10.20 English 	9.30 -10.20 English 	9.30 -11.10 Hotel, Catering & Tourism 	9.30 -10.20 English 	9.30 -10.20 English 
10.20 - 11.10 Maths 	10.20 - 11.10 Maths 	11.10 -11.20 BREAK 	10.20 - 11.10 Maths 	10.20 - 11.10 Task Time 
11.10 -11.20 BREAK 	11.10 -11.20 BREAK 	11.10 -11.20 BREAK 	11.10 -11.20 BREAK 	11.10 -11.20 BREAK 
11.20 - 12.10 Gaeilge 	11.20 - 12.10 Social Ed. 	11.20 - 12.10 Gaeilge 	11.20 - 12.10 Social Ed. 	11.20 - 12.10 Maths 
12.10 - 1.00 I.T. 	12.10 - 1.00 VPG 	12.10 - 1.00 Social Ed. 	12.10 - 1.00 VPG 	12.10 - 1.00 Social Ed. 
1.00-1.30 LUNCH 	1.00 - 1.30 LUNCH 	1.00 - 1.30 LUNCH 	1.00 - 1.30 LUNCH 	1.00 - 1.30 LUNCH 
1.30-3.00 Sport / Art  	1.30 - 3.00 Horticulture / I.T.  	1.30 - 3.00 Leisure & Rec. 	1.30 - 3.00 Horticulture / I.T.  	1.30 - 3.00 Art / Drama 