

Using a Task Plan

A task plan is a way to structure an activity with your child. The task plan breaks up the activity into smaller parts which are more manageable for children to achieve. It also helps to structure an activity so the child knows exactly what to do. Task plans can come in lots of different formats. You can use words or pictures to help your child complete their activity. Below is an example of how a task plan may be used to help your child complete an activity at home

Task Plan

What do I need? Book/worksheet Pencil, rubber	Start time: 11.00 am	End time: 11.45am
What do I need to do? 1. Read the worksheet about The Great Fire of London 2. Answer questions 1-5 about The Great Fire of London. REMEMBER- neat handwriting, full sentences including capitals and full stops. 3. Draw a picture showing London during the fire.		
What do I do next? Complete the word search about The Great Fire of London		
Reward: <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		

What do I need? Times:

Write here what is needed for the activity. This can be writing equipment or any other resources you need to complete the activity.

Included here is a start and end which give your child a time scale in which to complete the activity.

What do I need to do?

Break down the activity into as many parts that are needed. This can be broken into shorter or longer tasks.

To help your child you could include times scales eg 1. Read the worksheet about the Great Fire of London (10 Minutes)

Make sure you are realistic about what your child can do in the amount of time they have.

What do I do next?

This can be an extra/extension activity that your child can do next. You can do something the teacher has provided or think of something together such as finding out more about a topic on the internet

Reward:

This is the reward your child gets for following the task plan and completing the task appropriately. It can be anything that motivates the child eg time on a tablet, watching the TV

Remember! Task plans are there to help you and your child manage an activity. They can be as detailed or basic as you want to make them. You can use a template or write them out on a piece of paper. The purpose of them is to give clear instructions to your child about how to complete a task they have been set.