



Dyspraxia/DCD Ireland
POTTS OT Programme

Your Organisation Pack

Tips and resources for organizing your
school supplies!



Developed by Shannon Stein and Iseult Hargaden
Msc. OT as part of the POTTS Programme

Table of Contents

Purpose of this Resource Pack	3
Resource Pack Inventory	4
How to Use the Resources	6
<i>School Bag</i>	6
<i>Books</i>	8
<i>Pencil Case</i>	13
<i>Class Timetable</i>	15
<i>Key and Money</i>	17
<i>Other Items</i>	18
<i>Where to Purchase These Items</i>	19

Purpose of This Resource Pack

This resource pack was designed by University of Limerick occupational therapy students as part of the POTTS Occupational therapy programme with Dyspraxia/DCD Ireland to offer tips and advice to parents and young people between 1st year and 3rd year on how to organise their school supplies.

The resource pack will outline the resources included in the pack, how to utilise them, and options of where to buy them.

Resource Pack Inventory

School Bag

- Example photo of a well-organised school bag
- Information sheet on healthy school bag usage
- Example school bag checklist

Books

- Coloured tape, colour-your-own book labels
- Coloured dot stickers
- Post-It tabs
- Coloured folders
- Coloured dividers

Pencil Case

- Clear plastic pencil case
- Checklist of contents

Resource Pack Inventory

Class Timetable

- Example timetables
 - Detailed timetable
 - Colour-coded timetable

Key and Money

- Clear plastic pocket for key and money
- Key ring

Other Items

- Fidget toy
- Pencil grippers
- Pencil hold assists

School Bag

Items Included:

- *Photo of a well-organised school bag:* This example photo highlights placing heavier, larger items at the back of the school bag and smaller, lighter items at the front.



- *Information sheet on healthy school bag usage:* Making sure the backpack is not too heavy is important for a student's neck and back health. This sheet provides information from the HSE on appropriate backpack styles, weight, and carrying methods.

School Bag

Items Included:

- *School bag checklist:* This example checklist includes a list of all the items a student may need to bring to school each day.

Sample checklist:

School Bag Checklist

- Books for each class
- Notebooks and folders for each class
- Class timetable for backpack
- Pencil case (see pencil case checklist)
- Other materials for classes:
 - Calculator
 - Highlighters
- Water bottle
- Lunch bag or money for lunch
- Equipment for extracurricular activities after school (e.g., gym bag, soccer boots, musical instrument, tennis racquet and tennis ball, GAA uniform)
- Coat, hat, gloves

Books

Items Included:

- *Coloured tape, colour-your-own book labels:*
Coloured tape can be placed on the spines of books to colour-code the books for each class
 - If using a colour-coded timetable, tape colours should correspond to class colours on timetable
 - Colouring their own book labels by colouring in address labels is a fun way for student to personalise this organisation strategy
- *Coloured dot stickers:* These can be placed on the front or spine of books, notebooks, and/or folders used in each class
 - The colours chosen should correspond to the colour-coding of the books for each class and/or a colour-coded timetable

Books

Items Included:

- *Post-It tabs*: These are helpful to mark which homework pages must be completed. Students can write brief notes (e.g., which maths problems to complete) on the tabs
- *Coloured folders*: Use of coloured folders to hold the notebooks and materials for each class can help for further colour-coding
 - Again, colour-coding should correspond with books and/or timetable
- *Coloured dividers*: Coloured dividers can be placed in ring binders to separate the materials from each class

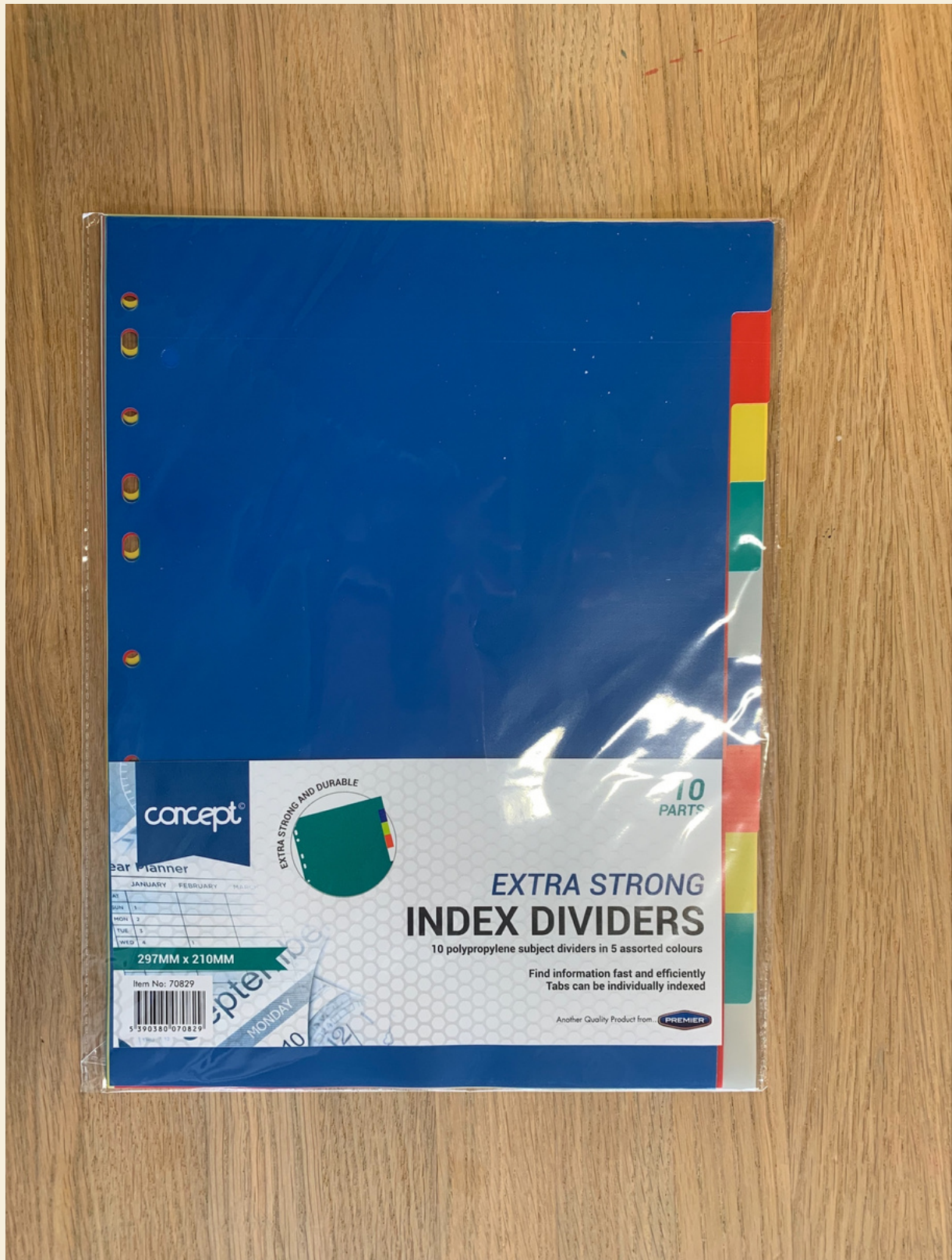
Books



Books



Books

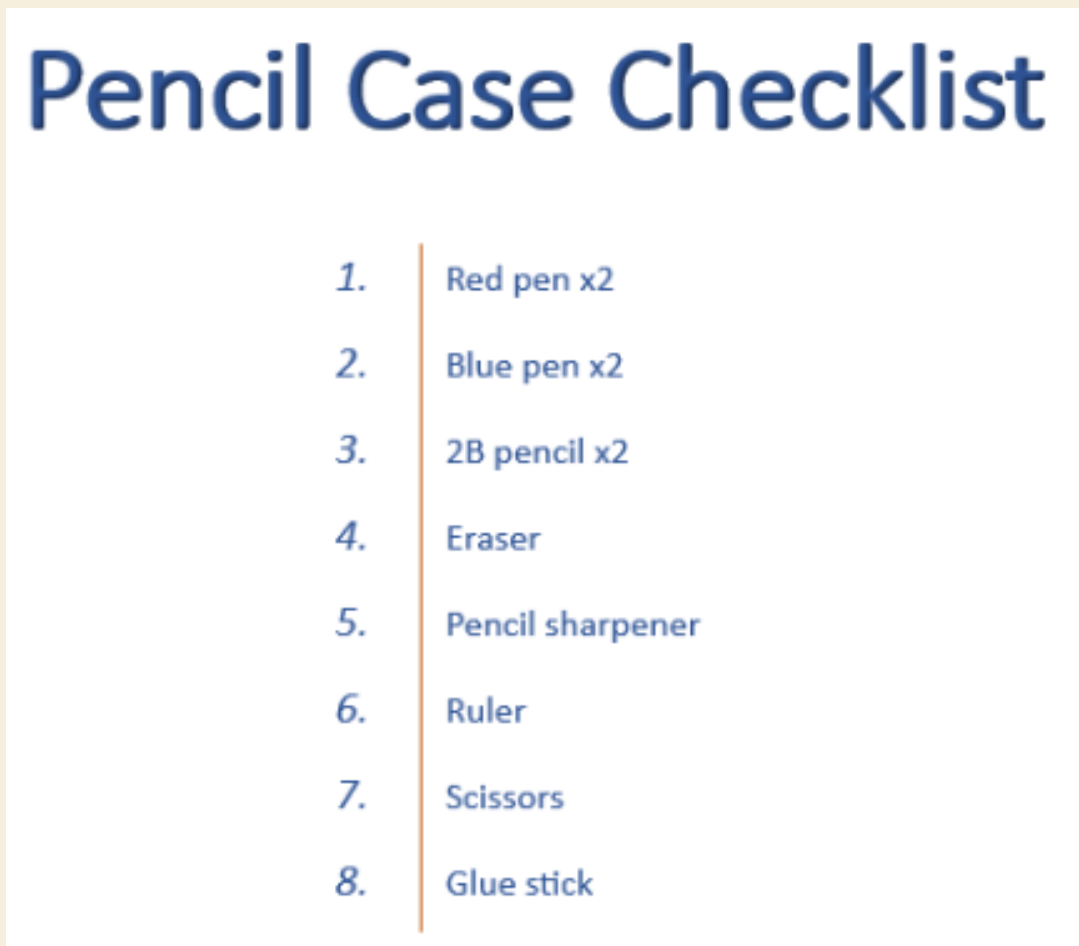


Pencil Case

Items included:

- *Clear plastic pouch:* Use of a clear pouch to ensure the contents of the pencil case can be seen from the outside, making locating an item easier.
- *Checklist:* Can be used in the home, and/or laminated and attached to the zip of the pencil case (2x2inch).

Sample checklist:



Pencil Case



Class Timetable

Items Included:

- *Alternative formats:* Use of adapted timetables can assist students who find it hard to navigate the school-given timetables
 - Daily
 - Colour-coded
 - Detailed

Daily

Monday	MATHS	ENGLISH	ART	BREAK	GEOGRAPHY	FRENCH	LUNCH	SCIENCE	SPHE	IRISH
	8.45 AM-9.30 AM	9.30 AM-10.15 AM	10.15 AM-11 AM	11 AM-11.15 AM	11.15 AM-12 PM	12 PM-12.45 PM	12.45 PM-1.30 PM	1.30 PM-2.15 PM	2.15 PM-3 PM	3 PM-3.45 PM

Colour-Coded

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-9.30am	MATHS	ENGLISH	ART	MATHS	IRISH
9.30am-10.15am	ENGLISH	GEOGRAPHY	ART	MATHS	ENGLISH
10.15am-11am	GEOGRAPHY	MATHS	GEOGRAPHY	IRISH	MATHS
11am-11.15am BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11.15am-12pm	GEOGRAPHY	IRISH	IRISH	ENGLISH	SCIENCE
12pm-12.45pm	ART	IRISH	ENGLISH	ENGLISH	FRENCH
12.45pm-1.30pm LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30pm-2.15pm	IRISH	FRENCH		CSPE	FRENCH
2.15pm-3pm	FRENCH	FRENCH		PE	GEOGRAPHY
3pm-3.45pm	SCIENCE	SCIENCE		PE	SPHE

Class Timetable

Detailed

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am	MATHS Classroom: 3 Teacher: Mr. Smith	ENGLISH Classroom: 1 Teacher: Ms. Smith	ART Classroom: 7 Teacher: Ms. Smith	MATHS Classroom: 2 Teacher: Mr. Smith	IRISH Classroom: 5 Teacher: Mr. Smith
9.30am	ENGLISH Classroom: 2 Teacher: Ms. Smith	GEOGRAPHY Classroom: 2 Teacher: Mr. Smith	SCIENCE Classroom: 3 Teacher: Ms. Smith	MATHS Classroom: 3 Teacher: Mr. Smith	ART Classroom: 6 Teacher: Ms. Smith
10.15am	GEOGRAPHY Classroom: 2 Teacher: Mr. Smith	MATHS Classroom: 2 Teacher: Mr. Smith	GEOGRAPHY Classroom: 1 Teacher: Mr. Smith	IRISH Classroom: 3 Teacher: Mr. Smith	MATHS Classroom: 2 Teacher: Mr. Smith
11am-11.15am BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11.15am-12pm	GEOGRAPHY Classroom: 1 Teacher: Ms. Smith	IRISH Classroom: 3 Teacher: Ms. Smith	IRISH Classroom: 5 Teacher: Mr. Smith	FRENCH Classroom: 1 Teacher: Ms. Smith	SCIENCE Classroom: 2 Teacher: Mr. Smith
12pm-12.45pm	ART Classroom: 7 Teacher: Ms. Smith	IRISH Classroom: 3 Teacher: Mr. Smith	ENGLISH Classroom: 4 Teacher: Ms. Smith	ART Classroom: 6 Teacher: Ms. Smith	SCIENCE Classroom: 2 Teacher: Mr. Smith
12.45pm-1.30pm LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30pm-2.15pm	IRISH Classroom: 2 Teacher: Ms. Smith	FRENCH Classroom: 3 Teacher: Mr. Smith		CSPE Classroom: 1 Teacher: Ms. Smith	FRENCH Classroom: 6 Teacher: Mr. Smith
2.15pm-3pm	FRENCH Classroom: 3 Teacher: Mr. Smith	FRENCH Classroom: 2 Teacher: Ms. Smith		PE Classroom: 7 Teacher: Mr. Smith	GEOGRAPHY Classroom: 1 Teacher: Ms. Smith
3pm-3.45pm	SCIENCE Classroom: 1 Teacher: Ms. Smith	SCIENCE Classroom: 2 Teacher: Mr. Smith		PE Classroom: 3 Teacher: Ms. Smith	SPHE Classroom: 7 Teacher: Ms. Smith

Key and Money

Items included:

- *Key ring*: Use of a large, brightly coloured keyring to ensure the key is easily visible when placed in the schoolbag.
- *Clear plastic pouch*: Use of a small pouch to hold money and key in one place decreases the likelihood that these important items will be lost.



Other Items

Items included:

- *Fidget toy*: These can help students regulate during class but need to be low-distraction to promote the concentration of other students
 - Examples: fidget spinners, fidget pops, rainbow slug fidget
- *Pencil grippers and pencil hold assists*: For students who experience difficulty managing correct pencil grip, these assists can be helpful



Where to Purchase These Items

All of the items included in this resource pack (excluding the checklists) were purchased in stationary and discount stores at as minimal a cost as possible