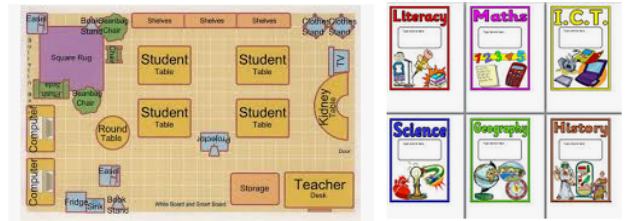


The Bridge London Outreach Service

Top Ten Tips That Work for Everyone

1. **Class organisation.** Aim for a classroom that is clutter free and clearly structured. All key areas should be marked with pictures/symbols and/or written words. If possible, leave a small area of the class without displays for pupils to access when they need a break.



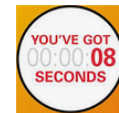
2. **Timetable.** Every classroom, despite pupils' age, should have a timetable accessible at all times and used consistently by teachers. Well established routines should also be in place (e.g. what's happening when pupils come back from playtime?).



3. **Visuals and concrete props.** Using visuals (including now-next boards, task planners and timers) and concrete props to help pupils in all lessons is an effective way to promote independence.



4. **Language.** Adapt your language to the needs of your pupils and their communication styles. You might need to use key words, short sentences and visual cues to communicate with individual pupils. Remember that some pupils need longer time to process what is being said to them (8 seconds rule).



5. **Transitions.** Establish routines and class rules to help pupils during transitions between lessons (e.g. allocated responsibilities).



6. **Class values.** Agree together with your pupils your class values.

Spend time to teach those values explicitly (e.g. 'what actions show that I am respectful/safe/responsible?'). Make visuals, such as posters, to reinforce pupils' understanding.

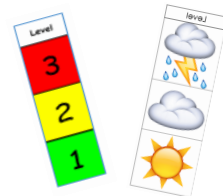


Also agree with the pupils the appropriate consequences for not upholding the class values.

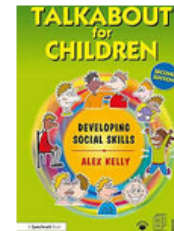
7. **Rewards.** Develop a positive reward system and encourage a culture where every child is responsible for the implementation the class values. For example, you could set up a class rota of ‘Values ambassadors’ who are in charge of acknowledging and rewarding their classmates.



8. **Give your pupils a break.** Spend time with your class to talk about emotions and set up a safe area (either inside or outside the classroom) where they can go when they need a break. Being able to recognise and manage your emotions, including when it’s best to remove yourself from a situation for a few minutes, is a crucial life skill.



9. **Social and play skills.** Teach social skills like you teach other subjects in your class and provide your pupils with opportunities to practise those skills (e.g. ‘When you come back from playtime I am going to ask you how you practised turn taking with your friends’). Alex Kelly’s ‘Talkabout’ book series has many resources for whole class circle time or small group sessions.



10. **Communication with parents/carers.** Develop a clear system of communication with parents/carers and share with them your resources (e.g. your class values, emotions cards, etc.).

