

# CREATING A DETAILED TIMETABLE

## FOR YOUR YOUNG PERSON

### Questions to ask yourself when making your young persons timetable:

- How much detail do they need? E.g. do they need school scheduled in, every class scheduled in, or just an out of school timetable?
- What format will I use? Microsoft Spreadsheet? On a Whiteboard? On their phone?
- Do I need to indicate time limits on activities such as tech?
- Digital only or do they need a physical copy too?
- Do transport times need to be included?
- How does my child read timings best?
- What can I schedule in that they enjoy?
- Does homework times need scheduled in?
- Do you need to include a morning routine?

These are two examples of timetables made on Microsoft Excel.

|    |                         | 4.00-5.00 | 5.00-6.00 | 6.00-7.00 | 7.00-8.00     | 8.00-9.00    | 9.00-10.00 | 10.00-11.00 |
|----|-------------------------|-----------|-----------|-----------|---------------|--------------|------------|-------------|
| 12 | w/c 11th March 2019     |           |           |           |               |              |            |             |
| 13 |                         |           |           |           |               |              |            |             |
| 14 | Monday                  |           |           | Dinner    | Youth Theatre | Shower       |            | No tech     |
| 15 | Tuesday                 |           | English   | Dinner    | Gym           | Shower       |            | No tech     |
| 16 | Wednesday               |           |           | Gran's    |               | Biology      |            | No tech     |
| 17 | Thursday (Shower in am) |           |           | Dinner    | Maths         |              |            | No tech     |
| 18 | Friday (shower in am)   |           |           | Dinner    | Social Group  | Social Group |            |             |
| 19 | Saturday GYM (PM)       |           |           |           |               |              |            |             |
| 20 | Sunday                  |           |           |           |               |              |            | No tech     |
| 21 |                         |           |           |           |               |              |            |             |

|    | A                                | B           | C           | D           | E         | F         | G         | H         | I         | J         | K         | L          | M           | N | O         | P |
|----|----------------------------------|-------------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------------|---|-----------|---|
| 1  | w/c 15th April 2019              |             |             |             |           |           |           |           |           |           |           |            |             |   |           |   |
| 2  |                                  | 10.00-11.00 | 11.30-12.30 | 12.30-1.30  | 1.30-2.30 | 2.30-3.30 | 3.30-5.00 | 5.00-6.00 | 6.00-7.00 | 7.00-8.00 | 8.00-9.00 | 9.00-10.00 | 10.00-11.00 |   | Key       |   |
| 3  | Monday                           | SCHOOL      | SCHOOL      | SCHOOL      | SCHOOL    | SCHOOL    |           |           | Dinner    |           | Shower    |            | No tech     |   | Free Time |   |
| 4  | Tuesday                          | SCHOOL      | SCHOOL      | SCHOOL      | SCHOOL    | SCHOOL    |           |           | Dinner    | Gym       | Shower    |            | No tech     |   | Maths     |   |
| 5  | Wednesday                        | SCHOOL      | SCHOOL      | SCHOOL      | SCHOOL    | SCHOOL    |           |           | Gran's    |           |           |            | No tech     |   | English   |   |
| 6  | Thursday (Shower in am)          | SCHOOL      | SCHOOL      | SCHOOL      | SCHOOL    | SCHOOL    |           |           | Dinner    |           |           |            | No tech     |   | Biology   |   |
| 7  | Friday (shower in am) SCHOOL OFF | Physics     | Physics     | Break/Lunch | Chemistry | Chemistry |           |           | Dinner    |           |           |            |             |   | Chemistry |   |
| 8  | Saturday                         |             |             | GYM         |           |           |           |           |           |           |           |            |             |   | Physics   |   |
| 9  | Sunday                           |             |             |             |           |           |           |           |           |           |           |            | No tech     |   | Gym       |   |
| 10 |                                  |             |             |             |           |           |           |           |           |           |           |            |             |   | PAS       |   |
| 11 |                                  |             |             |             |           |           |           |           |           |           |           |            |             |   |           |   |