Writing: Strategies for secondary school

| Concern | Explanation | Strategies & accommodations |
|---------------------------------|--|--|
| Poorly formed letters & | Hasn't developed memory for movements | Consider alternatives to writing – word processors, |
| illegibility | needed to form letters | Dictaphones, scribe |
| | Difficulty manipulating pen | Teach touch typing |
| | Difficulty moving arm across page Difficulty | Allow individual to use the pen that works best for them |
| | controlling force/extent of movements so letters | and look at the texture of the paper used |
| | are unevenly sized | Don't sit too close to peers |
| | Paper moves when writing | Provide non slip mat |
| Poor organisation of work/ | Poor visual motor integration | Prepare diagrams for individual to label |
| diagrams | Poor spatial relationships | Allow individual to use templates |
| Writing deteriorates over short | Low postural tone | Encourage individual to self-monitor sitting position |
| period | Poor shoulder stability, | Provide a sloping desk/file to lean on |
| | Excessive grip strength or pen pressure | Work with individual on shoulder strength activities, |
| | Uses whole arm movements | possibly with PE tutor |
| | | Consider alternatives to writing |
| Doesn't write enough in lessons | As above | Position individual away from busy thoroughfares |
| | Distractible – produces much better work at | Allow individual extra time to complete work, with |
| | home than in class | motor breaks when needed (don't keep in at break time) |
| | Difficulty combining thoughts with physical | Provide part-prepared handouts or photocopied sheets to |
| | aspect of writing | reduce unnecessary writing |
| | Hasn't understood the task | Provide lists of key concepts or vocab. spellings |
| | | Check the individual knows what to do |
| Difficulty copying from the | As above | Provide handouts |
| board | Difficulty coordinating eye tracking and head | Try a book rest for text books/handouts |
| | movements | Ensure individual is facing the board |
| | Perceptual difficulties – "sees" diagrams | Write instructions on the board – use different colours |
| | differently if looking at them from the side | for each line, or to indicate instructions for different |
| | Difficulty locating work to be copied | students |
| Poor organisation of ideas | Extra concentration required for the physical | Blank pages can be threatening |
| | writing process means individuals lose thread of | Provide templates with headings to help individuals |
| | arguments/story | work through an activity |
| | | Teach mind-maps, spider diagrams, lists |

Social Skills: Strategies for secondary school

| Concern | Reason | Strategies & accommodations |
|---------------------------------------|--|---|
| Doesn't seem to have many friends | Difficulty picking up non-verbal cues so | Social skills training |
| | appears tactless to peers | Sensitively raise self-awareness of personal hygiene issues |
| | Dislikes being touched | Raise awareness among staff/students about dyspraxia & |
| | Poor personal hygiene | other learning differences |
| | Communication difficulties | Celebrate individuality |
| | Difficulties understanding humour and | Share examples of good communication |
| | sarcasm | Encourage individuals to participate in lunch activities |
| | Have unusual interests & sometimes use | that match their interests, such as chess or drum lessons |
| | mature language | |
| Difficulty working in groups | Difficulty listening & focusing on | Place within smaller groups |
| | individual voices | Allow the group to work in a quieter environment |
| | Sensitivity to noise, light, temperature | Allow the individual to move around while working |
| | Short attention span | Support the group |
| | Tendency to opt out when things are too | Provide positive feedback to the individual |
| | difficult | |
| Difficulty adapting to new situations | Stress increases emotional responses, such | Allow the individual time to settle |
| | as fears, emotional outbursts, obsessions | Don't ask them to do something that is challenging too |
| | Individual is slow to pick up social cues or | early |
| | unwritten rules of a group/teacher | Clarify rules and expectations, using unambiguous |
| | | language |
| | | Provide written reminders of routines etc. |
| | | Recognise different learning styles and respond to these |
| | | Provide a buddy or mentor to help during periods of |
| | | change |
| Immature behaviour | When stressed, individuals can be over- | Be sensitive and anticipate stressful situations |
| | emotional. | Encourage small group activities with peers who have a |
| | They may find it easier to relate to younger | common interest |
| | children | Offer relaxation groups and training |

Organisation: Strategies for secondary school

| Concern | Reasons | Strategies & accommodations |
|--------------------------------|--|--|
| Individual struggles with | Struggles to recall the time of day so is | Provide a mini laminated timetable |
| timetable, is late for lessons | unaware of what should happen next | Use colour and symbols on the timetable |
| and misses special | Can't tell the time | Encourage them to wear a watch they can read with an alarm set |
| appointments | Is easily distracted | just before the end of break/lunch |
| | Can't retain verbal instructions | Write down instructions if plans change from the norm (and |
| | Difficulty navigating busy corridors, or | make sure the special instructions are removed the next day so |
| | gets lost easily | they aren't carried out again!) |
| | | Provide a pass so the person can go to lunch on the bell |
| | | Allow the individual to leave lessons early |
| | | Provide a buddy to help get around school |
| | | Encourage use of a mini tape recorder or recording pen for short |
| | | messages about routine changes |
| | | Use coloured post-it notes put into planner for special messages |
| | | Develop a "daily procedures" book to reinforce routines |
| Doesn't have equipment | Is disorganised | Encourage the individual to make an equipment timetable to list |
| needed for lessons | Loses equipment | what is needed each day for school |
| | Wants to avoid participating in certain | Allow time for the person to pack their equipment away safely |
| | lessons | at the end of the lesson |
| | | Provide a locker for the individual to keep their PE kit/ |
| | | instruments in, or to hold equipment that the individual usually |
| | | carries around |
| | | Keep a spare set of equipment at school |
| Work space is disorganised | Needs to get all equipment out to remind | Encourage the individual to use a clear pencil case so |
| | them to do all parts of the task | everything can be seen |
| | Worries that won't be able to find | Encourage the person to get out only necessary equipment onto |
| | something in their bag quickly if needed | the desk |
| | Isn't aware that too much equipment is out | |
| Loses work | Rushes to leave at the end of lessons & | Allow to pack up a bit early |
| | leaves stuff behind | Encourage use of colour-coded plastic wallets or a concertina |
| | Poor filing skills | file to hold loose papers |
| | | Teach the individual how to file papers |

Physical Education: Strategies for secondary school

| Concern | Reasons | Strategies & accommodations |
|--------------------------------------|--|--|
| Slow to change for PE | Has physical difficulty managing clothes, fastenings, tight socks etc. Can't tie laces tight enough Has difficulty concentrating in a crowded changing room Wants to avoid the lesson | Allow the individual to start getting ready before the other students Find a quieter area of the changing room for them to use Check laces are tied correctly before starting lesson |
| Forgets kit | Avoidance Poor memory and organisation | Provide a locker for PE kit within the PE area Be aware of lack of confidence and provide opportunities for the individual to succeed |
| Slow to follow instructions | Poor auditory processing – may have only just processed one instruction while the next has already been given Poor motor planning skills | Don't ask this person to go first as they will often pick up cues from the others about what to do Pair the individual up with someone who is sensitive and knows what they are doing Use hand-over-hand methods to demonstrate how to handle equipment, or ask a sensitive peer to help demonstrate/guide |
| Can't manage team games | Difficulty judging speed and distance Difficulty making quick alterations to own body position Difficulty adjusting position of body in response to changes in environment Poor spatial awareness Lacks ball skills Poor understanding of rules and strategies | Look for alternative physical activities, particularly individual sports such as golf, running, ice skating, climbing, cycling, yoga, dancing and martial arts. |
| Movements appear awkward & effortful | Tendency to "lock" joints so can't stabilise some joints while moving others purposefully Random contraction/relaxation of muscles so seems to be constantly moving Poor control of force/extent of movements | Don't draw attention to awkwardness of movements Break down activities into component parts and teach these separately Be aware that these individuals take longer to reach increasing skill levels compared to other children |
| Tires quickly | Low muscle tone affects stamina, balance and ability to hold positions against gravity | Offer graded motor activities that gradually increase stamina over time, e.g. number of lengths swum Be aware that performance will deteriorate during the lesson |

Personal presentation: Strategies for secondary school

| Concern | Reasons | Strategies & accommodations |
|----------------------------------|---|--|
| Looks different to his/her peers | The individual can only tolerate certain fabrics and clothing styles because of the way they feel on their body Individual can't manage shoe laces, buttons etc. so clothing choices are limited | Review school uniform policy to see if it can be more flexible. Polo shirts are easier to manage than buttoned shirts, especially on PE days Find out why a person prefers a particular clothing style. Explore issues of fabric sensitivity etc. within tutor groups to increase tolerance by peers. Work with parents to identify strategies to help such as sewing on cuff buttons with elastic. Accept individuality. |
| Concerns about personal hygiene | Individual has difficulty using a shower or bath at home Stress increases perspiration Individual may be reluctant to use school toilets because of intimidation Individual may have difficulty with the practicalities of toileting and cleaning | Talk sensitively to the individual about how it's necessary to shower more frequently during adolescence. Find out if there are practical reasons why washing is difficult and contact the OT for advice if necessary Minimise stress and offer relaxation sessions Find out if there are reasons why a person won't use the toilets. Arrange for them to use other loos if appropriate. OTs can offer advice about self-care issues such as toileting, dressing etc. Suggest you can make a referral to help an individual to develop their independence skills. |

Handling equipment: Strategies for secondary school

| Concern | Reason | Strategies & accommodations |
|---|---|--|
| Can't draw straight lines | Difficulty holding ruler steady with one | Suggest use of ridged rulers or those with a cork |
| _ | hand | backing |
| | | Provide "labelling templates" with measured spaces |
| | | to help centre underlining |
| Holds pen in upright position | Hasn't developed in-hand manipulative | Try a Stabilo 'S Move pen |
| | skills | Try writing on a sloping surface |
| | Poor hand strength | |
| Can't control a computer mouse well | Poor isolation of fingers to click buttons | Try a range of alternatives including smaller |
| | Delayed responses so holds button down | models, left hand models, roller balls etc. |
| | for too long | Adjust the repeat button speed |
| | Poor control of extent of movements | |
| Difficulty pouring, measuring etc. during | Poor control of force/extent of movements | Pair individuals with a buddy who will pour, move |
| technology and science. Health and safety | Tendency to lean forward over the table | and measure |
| concerns | for extra stability affects fluency of arm | Make sure groups are not working too close |
| | movements | together |
| | Poor balance means some people struggle | Provide stools with foot rests and arms or allow the |
| | when sitting on high stools | individual to stand up when handling equipment |
| | | Secure equipment to the desk if possible |
| Using scissors, compass etc | Difficulty with activities requiring use of | Allow and encourage the individual to use special |
| | both hands together | equipment they find helpful e.g. looped scissors, |
| | Can't remember how to use equipment | circle scribe compass etc |
| | | Provide clear instructions about how to use |
| | | equipment if needed |
| Difficulty using woodwork tools | Difficulty stabilising materials with one | Secure materials where possible |
| | hand whilst using equipment with the | Watch for signs of stress due to noise and allow |
| | other | time out |
| | Noise of sawing is overwhelming | |

Homework & messages home: strategies for secondary school

| Concern | Reasons | Strategies & accommodations |
|---|---------------------------------------|--|
| Homework isn't handed in Individual hasn't written homework | | Give homework at the start of the lesson |
| | requirements down correctly | Write homework requirements on a slip of paper for individual to stick |
| | Forgets to hand homework in | into their planner |
| | Doesn't know where to hand | Put a sticker on planners to indicate people who need help to note their |
| | homework in | homework down. Write it in as you walk round the class. |
| | | Collect the planners of people who need help at the start of the lesson and write homework down for them |
| | | Make sure the individual knows the system for handing in homework |
| | | Encourage form tutors to prompt individuals to hand in homework as |
| | | part of a regular routine |
| | | Help the individual to set up a timetable to show when homework |
| | | should be handed in |
| | | Work with parents to set up a system at home so the individual can |
| | | plan ahead, particularly for project work |
| | | Before giving a detention for missing homework try to find out why |
| | | homework hasn't been completed. |
| Homework is of a higher | Individual is less distracted at home | Find out what support parents are providing at home – it is likely to be |
| standard than class work | so finds it easier to focus | with the practical aspects of the task which allows the individual to |
| | Parents provide support with | concentrate on the content |
| | planning and organisation of work | Find out how much time an individual is spending on homework. |
| | | Suggest suitable time limits. |
| Messages don't reach home | Individual loses pieces of paper | For important messages, contact parents directly |
| | Forgets to hand papers to parents | Help the individual to use their planner effectively |
| | | Encourage individuals to put messages and letters into a clear plastic |
| | | wallet |
| | | Work with parents to use the planner as an effective means of |
| | | communication |

Lunch times: Strategies for secondary school

| Concern | Reasons | Strategies & accommodations |
|---------------------------------|--|---|
| Individual misses lunch & | Doesn't remember when to go for lunch if there | Provide an early lunch pass so the individual |
| gets headaches later in the day | are different times for different groups | always goes to the first sitting |
| | Doesn't like the noise and bustle of the canteen | Provide a quieter area for eating lunch |
| | so avoids going there | |
| Eats a limited range of foods | Can't manage different food textures | Check there is a range of food available that the |
| | Can't chew quickly and is worried about being | individual likes |
| | late for next lesson | Allow the individual to go for an early lunch so |
| | Only buys things that he/she knows of the price | he/she has more time to eat |
| | of, or which use particular coins | Work on money handling, or encourage a pre- |
| | | payment system |
| Is likely to drop tray | Can't organise school stuff and tray | Allow the individual to have an early lunch |
| | Trips over bags on floor or bumps into things | while the canteen is less busy |
| | | Provide a pass to skip the queue |
| | | Provide a place where bags can be left safely in |
| | | the canteen so the individual doesn't have to |
| | | manage their bag and tray |