**Parent Education Resource Package for Primary Schools**

**Homework and exams made easy:  
How to support children’s learning at home?**

**Worksheet on Devising a Timetable with Children**

**Objective:** To prepare an effective timetable with your children to help them complete their work more efficiently.

**Activity Duration:** About 5 minutes

**Instructions:** How will you help your children allocate their time? With reference to your child’s daily habits, interests and the common activities below, fill in specific times, activities and rewards for completion in the form below.

**Common activities:**

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| --- | --- | --- |
| **Self-care activities** | **Learning activities** | **Leisure activities** |
| * Sleeping * Taking a bath/shower * Getting up * Brushing teeth * Eating breakfast * Eating lunch * Eating afternoon tea * Eating dinner * Changing clothes * Doing housework   (e.g.: washing clothes / hanging clothes / sweeping the floor / wiping tables and chairs / washing dishes / cleaning vegetables / cooking) | * Going to school * Doing homework * Reading time * Studying time * Packing school bags | * Free time   (e.g.: reading a book / watching TV / playing on a mobile phone / drawing / making handcrafts / watching a TV series / listening to music / singing / dancing / exercising)   * Family time   (e.g.: chatting / telling stories / playing games)   * Outings   (e.g.: taking or picking up younger siblings to/from school / interest classes / going shopping / watching a movie / going to a park) |

Timetable of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **✓ after completion** | **Reward\*** |
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|  | **Tips:** |

Lower primary students: Parents can design the timetable for their children, then explain and discuss with them how to allocate the time.

Upper primary students: Parents can design the timetable with their children, implement the timetable after reaching a consensus with them.

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|  | **Reward\* (Recommendation):** |

Phase 1: Parents can set small rewards based on their children’s interest and cover them up with stickers. Rewards can be revealed after the relevant task is completed.

Phase 2: Let children decide on a reasonable reward. Parents can define and explain the meaning of “reasonable” to children during this process.