

How to make the checklist Visual



1. Print the template, cut around the outer edge and fold it in half along the long edge to create a crease. Cut out all the symbols you have selected to use.
2. Add your child's name to the visual.
3. Place the unfolded template and the symbols in a laminating pouch.
4. Once laminated it is best to re-fold when the laminating pouch is still warm, this will create a sharper crease. Be careful not to burn yourself. A ruler can be useful to help guide you.
5. Trim around the edge of the visuals.
6. Place the soft side of Velcro close to the outer edge of right side. Then attach hard side on top of the soft Velcro. Now fold visual in half so that the hard Velcro attaches to the other side of the visual. Take care with this part to line the visual up accurately.
7. Once Velcro is attached, cut individual strips on the blank side (left) to create flaps.
8. Attach soft side Velcro to the centre of the right column (where it says 'add symbol here').
9. Add hard side Velcro to the symbols
10. Add the required symbols to the visual.

Visual is complete.

Please note: laminating is the recommended method as it increases the visuals usage capacity. However, the visual could be used without laminating but will likely require to be replaced more often. Also, the 'to do list' can be made longer by printing the template and taping the visuals together the back.

School Checklist Visual

	<p>_____ Ready for School Checklist (Insert child's name)</p>
	<p>Add symbol here</p>

Check List Symbols

Select the symbols appropriate to your child and your child's school requirements.

You may need to refer to the most recent guidance your school has provided.

Cut out symbols and add to the check list.

As your child locates the items they can check it off the list by folding over the door to the left of the symbol.

Symbols for back to school

Black spaces can be used for pupil/school specific requirements.

Box of Tissues 	Soap 	Pencils 	Rubber 
Sharper 	Colouring pencils 	ruler 	Glue 
Pencil case 	Bottle of water 	Break 	Pack lunch 
P.E kit 	Gutties 	Coat 	No school bag 
Disposable Bag 	School bag 	Letter for teacher 	Money £
Medication 			