SCHOOL SUPPORT AND MEETINGS | ENGLAND

Homework and Task Breakdown Planner

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Visual and written planners to break homework or longer tasks into smaller steps, with optional now/next and check-in boxes.

Who this is for

Families and teachers who want a calmer way to plan homework or longer tasks, especially where starting or finishing is hard.

What is inside

- A task-breakdown sheet
- A homework session planner
- A now/next board for a single task

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Using this planner without a fight

Agree a realistic session length, include a break, and stop when the plan says stop. The aim is a doable step, not finishing everything at any cost.

The task, and when it is due

Smaller steps, in order

This session

Session start and end time

Where I will work

What I need on the table

The one step I will do in this session

A short break I can take, and how I will come back

Done / not finished — what is left, without criticism

Now and next for this task

Use this board for a single homework session if a visual helps. Write the current step under Now, and the following step under Next.

NOW	NEXT
Place a card or write here	Place a card or write here

These visuals use simple original drawings from My SEND Friend. They are not from a licensed symbol library.

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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