

My independent task plan

A pupil planning sheet for primary teachers and teaching assistants. Choose a familiar task with a clear finish point. Talk through the plan together before the pupil begins.

1. Know the job

What am I making, finding out or practising? Write or sketch.

I will know I have finished when:

2. Make a small start

My first step is:

What I need ready:

An example I can use:

3. Plan for a tricky moment

Choose one useful action: reread the instruction, look at an example, draw a quick plan, or ask the agreed person for help.

My choice: _____ My question could be: _____

4. Check and reflect

Check your work against the finish point in section 1.

One thing I did myself:

Support that helped:

Teacher prompt

Agree a check-in point and available help before starting. Independence does not mean working without support. Model one section if needed, accept spoken or drawn answers, and gradually reduce prompts when appropriate.
