

## Timetabling

Timetabling is a system that requires attention when structuring the early years play environment for optimal learning. An examination of one's timetable provides valuable information in relation to curriculum match and mismatch, behaviour choice and curriculum structure, behaviour choice – behaviour expectations and learning task, time on task etc.

The timetable evaluation process (McArdle 2002) is effective in terms of assisting the teachers identify if inappropriate behaviours are linked to particular times of the day, times of the week, lesson structure, curriculum areas, group dynamics etc.

The timetable evaluation process is as follows:

- (1) Photocopy your own timetable and record the lessons.
- (2) Mark each lesson in terms of on task / off task behaviour – OK, 50-50, Not OK – OR in terms of specific behaviour expectations (e.g., Hands are for helping).
- (3) Record results for each lesson, session and each day.
- (4) Record a grand total for the week.

Once you have completed the timetable evaluation it is time to complete the timetable segmentation record. You nominate what part of your weekly timetable you would like closer observation of. Usually you would select a task that you have indicated is not OK or 50-50 according to time on task. You then conduct / organize for a colleague to conduct a 20-minute time on task observation. The lesson that you are observing is divided into three distinct parts: beginning part of the lesson, maintaining part of the lesson, concluding part of the lesson. Information gleaned from this observation indicates if the student requires behaviour support at the beginning, maintenance or / and concluding part of the lesson. Timetabling is a system that requires attention when structuring the early years play environment for optimal learning. An examination of one's timetable provides valuable information in relation to curriculum match and mismatch, behaviour choice and curriculum structure, behaviour choice – behaviour expectations and learning task, time on task etc.

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