

Morning Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
6:30							
7:00							
7:30							
8:00	Sally starts work – taxi						
8:30							
9:00	Peter and Matthew attend community access – staff transport	Peter and Matthew attend community access – staff transport	Peter and Matthew attend community access – staff transport	Peter attends community access – staff transport	Peter starts volunteer work – taxi Matthew has 1:1 with ISW – picked up	Andrew swimming training at sports centre – staff transport	
9:30	Andrew 1:1 with staff	Andrew 1:1 with ISW – picked up Sally 1:1 with ISW – picked up	Andrew 1:1 with ISW – picked up Sally 1:1 with staff	Sally 1:1 with ISW – picked up		Sally visits family – staff transport	
10:00				Andrew attends men’s shed – staff transport Matthew 1: 1 with staff	Andrew 1:1 with ISW – picked up Sally 1:1 with ISW – picked up	Peter 1:1 with staff	Peter and Andrew attend church at St Mary’s – staff transport

							Sally 1:1 with staff while Peter and Andrew at church
10:30							
11:00			Sally pottery class – staff support				Church service finishes – staff pick them up
11:30						Andrew finishes swimming – staff pick him up	
12:00pm							
12:30			Sally’s pottery class finishes				
1:00							
1:30							
2:00							

ISW = individual support worker

Afternoon Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2:00pm				Andrew finishes men's shed – staff pick up	Andrew returns home from 1:1 with ISW		
2:30	Sally finishes work – staff pick up	Sally returns home from 1:1 with ISW		Sally returns home from 1:1 with ISW	Peter returns from volunteer work – taxi		
3:00	Peter and Matthew return home from community access	Peter and Matthew return home from community access	Peter and Matthew return home from community access	Peter returns home from community access			
3:30		Andrew returns home from 1:1 with ISW	Andrew returns home from 1:1 with ISW		Sally returns home from 1:1 with ISW	Sally returns home from visiting family	
4:00							Matthew returns home from parent's place
4:30							
5:00			Grocery shopping		Matthew goes to his parents' place for the weekend – picked up		
5:30							

6:00					Sally 1:1 with staff		
6:30		Matthew 1:1 with staff		Andrew 1:1 with staff		Out for dinner	
7:00	Peter ten pin bowling league – staff support						
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							

ISW = individual support worker

Thursday Afternoon

	Individual's Routines	Staff Duties
2:00pm	<p>Matthew is home. Say hello to Matthew. He usually prefers time to himself after being out with staff in the morning.</p> <p>Andrew finishes at men's shed and will need to be picked up by staff. Andrew likes to listen to the radio in the car and talk about what he did today and what he will be doing tonight with staff.</p>	<p>Two staff on shift. Handover with morning worker.</p> <p>Read the communication book, diary and weekly timetable.</p> <p>Two staff plan afternoon support.</p> <p>One worker will need to pick up Andrew from men's shed. The other will need to be home while residents return home.</p>
2:30	<p>Sally returns home from outing with ISW. Sally usually makes a coffee shortly after being home. Sally likes to talk with staff at the dining table while she has her coffee.</p>	<p>Check that Sally had her midday medication.</p>
3:00	<p>Peter returns home from Community access. Peter will independently unpack his bag.</p> <p>Each person will choose the leisure or recreation activities they want to do for the afternoon.</p>	<p>Check the diary for who Andrew chose to support him tonight for 1:1. Check with Andrew this is still his preference.</p> <p>The worker staying home tonight will mostly work in the kitchen/dining area and assist with dinner. The worker supporting Andrew tonight mostly works in the other areas of the house and will assist Andrew to get ready.</p> <p>Check with each person what they want to do this afternoon and support them accordingly. See each person's list of preferred</p>

		activities if they are undecided about what to do.
3:30		
4:00		
4:30	Matthew will have washed his clothes today. Prompt Matthew to collect his washing from the clothesline. Matthew will get the clothes from the line with some prompts. He will carry the basket to his bedroom. Matthew will need prompts and physical support to fold and put his washing in his cupboard.	
5:00	Peter will take all rubbish to the outside bins and then put the bins out for collection. He will do this independently, but staff will need to help if the bins are heavy.	
5:30	Sally may like to call her sister. She will need verbal assistance to dial the number. Andrew will usually shower before going out with staff tonight. He may need some verbal assistance choosing clothes to wear.	
6:00	Check with Matthew, Peter and Sally that they are happy with what they have planned for dinner. Support them to cook it. Someone to set the table with support.	Worker staying home plan and prepare cooking dinner with residents.
6:30	Andrew leaves with worker for 1:1 support. He will need to take his money. Check diary for details. Each person eats when they prefer, usually between 6:30 and 7:00pm. Matthew will need his food to be cut into smaller sized pieces. See mealtime management.	Worker supporting Andrew leaves. Have dinner with residents.
7:00	Peter has evening medication. Peter has his tablets in a medicine cup. He will have them with water. Sally has evening medication. Sally has her tablets in a medicine cup. She will have them with water.	

	<p>Matthew has evening medication. Matthew takes his tablets in his hand with water.</p> <p>Sally and Peter will usually help tidy the kitchen after dinner. Peter will put away items that were used for cooking and any items on the dining table. Sally will stack the dishwasher with some verbal assistance. She will also dry any saucepans that need washing (staff will need to wash saucepans).</p>	
7:30	<p>Sally usually watches TV. Sally prefers that staff do not ask her to do any tasks while watching TV between 7:30 to 8:30pm.</p> <p>Peter will make his lunch for volunteer work tomorrow. He usually makes a sandwich. He may need assistance choosing what to have on his sandwich. He will need physical assistance to make the sandwich. Peter will put it in the fridge when done.</p>	
8:00	<p>Matthew will need to pack his clothes to visit his parents tomorrow and over the weekend. Matthew will need verbal assistance and prompts to choose and pack clothes. In Matthew's draw is a list of the things he needs to pack.</p> <p>Matthew will also need to choose his clothes to wear tomorrow. Matthew will need verbal assistance and prompts. He will put his clothes on his chair.</p>	Check all evening medication was administered.
8:30	<p>Andrew will return home with staff from 1:1 support. Andrew likes to talk to the staff member that was home about what he did in the evening. Andrew may like something to eat if he did not have enough food while out.</p> <p>Peter will usually watch TV before he goes to bed. Peter will independently brush his teeth before going to bed.</p>	Worker supporting Andrew returns home. Completes paperwork.
9:00	<p>Matthew will need to be prompted to brush his teeth and change into his pyjamas. He usually goes to bed around 9:30pm.</p>	2 - 9pm worker finishes shift.

9:30	<p>Sally will independently brush her teeth. She will tell you when she is going to bed. Usually around 9:30/10pm.</p> <p>Andrew likes to watch TV with staff. He will go to bed when he is ready. Usually around 10:00pm.</p>	<p>Complete paperwork: individual notes, and communication notes.</p> <p>Turn on dishwasher. Check house is locked.</p>
10:00		Sleepover
10:30		
11:00		