

PLANNING and PREPARATION

Reviewed 06.03.09 (Mark, Taz, Donal); Reviewed 22.05.09(Shirley, Alan, Hine)

Reviewed Nov/Dec 2013 (Tracy/Donal)

ACTION

1. The Charter and National Curriculum Framework will form the basis for the Schools Planning and Preparation and be supplemented by the Fruitvale School Scheme.
2. Planning teams will consist of one of the senior managers, the lead teacher with RU status (where appropriate) and the third member of any term planning team will be from the syndicate least represented, and have curriculum expertise, to provide across-the-school balance of input.
3. Where possible planning teams will be given two days to put the necessary paperwork together to share with the whole teaching staff.
4. The school Curriculum Map will be consulted and developed as we proceed through the two yearly cycle of curriculum to ensure coverage of learning areas, balance across the year and targeted skill building across the school.
5. To follow objectives that are achievable and that develop students learning in an academic way.
6. To make effective use of classroom time.
7. To complete the cycle of "Assess – Evaluate – Plan – Teach – Assess".
8. To utilise resources, materials and equipment in classroom programmes.
9. When possible to ensure that a programme of work is available in the event of the teacher's absence.

GUIDELINES

Planning and preparation should:

1. Suit the individuals' teaching style whilst reflecting the goals and directions as set out in the "The National Curriculum Framework" and Inquiry based Curriculum Mapping. The "Fruitvale School Scheme" will be a supplementary guide for a variety of classroom programmes.
2. Be relevant to school, community and individual needs and be aligned with the schools core values and beliefs.
3. Be conscious of class time, content to be covered, student abilities and student work habits.
4. Dovetail directly with assessment and evaluation in classes.
5. Reflect current research and development and whole school professional development foci and be up to date over both the long term and the short term.
6. Include practical aspects alongside theory.