

# PLANNING & PREPARATION BY TEACHING STAFF POLICY

**NAG I  
NO. 108**

## **Purpose**

Effective teaching in the classroom to meet the learning needs of the children requires thorough teacher planning and preparation ensuring that:

- Programmes of work are consistent with The New Zealand Curriculum and the School Curriculum Plan.
- Goals and objectives are achievable, and enhance children's learning.
- Class time is used effectively.
- Resources, materials and equipment are organized prior to being needed.

## **Guidelines**

1. Yearly overviews are to be completed by teaching teams prior to commencement of each year. A copy of the yearly overview is to be saved on the teachers' drive (T/ drive).
2. The writing of long term plans is to be co-operatively planned by teams, or by individuals within the team who are assigned to any particular unit. Although the format of long term plans will vary according to the curriculum area, they must include;

<ul style="list-style-type: none"><li>▪ Purpose</li><li>▪ Strand(s)</li><li>▪ Priority Goal(s)</li><li>▪ Level</li><li>▪ Key Competencies</li><li>▪ Achievement Objectives</li><li>▪ Differentiation of intentions &amp; or learning experiences</li></ul>	<ul style="list-style-type: none"><li>▪ Specific Learning Intentions</li><li>▪ Success Criteria</li><li>▪ Learning Experiences</li><li>▪ ICT Component</li><li>▪ Assessment Tasks</li><li>▪ Assessment Criteria (when applicable)</li></ul>
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Long term plans must be available prior to the commencement of that unit.

3. Weekly plans must show the progression and scope of learning objectives, often written as specific learning outcomes or learning intentions within each curriculum area. Weekly Reading, Written Language and Mathematic planning should show individual and / or group learning needs.
4. Yearly Overviews, Term Overviews, Long Term Planning and Weekly Planning will be monitored by team leaders, providing specific feedback to each class teacher, as part of the appraisal process.