

Programme Planning Procedure

NAG 1

Raumati Beach School

Updated MARCH 2019



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a) Purposes

- i) To support staff in their delivery of the requirements of the New Zealand Curriculum as expressed in the National Curriculum Statements and defined in the school curriculum programmes and delivery schedule as required in NAG1 [i]
- ii) To ensure that assessment data and information is used to identify the needs of groups and individuals when planning, meeting the specific needs of the students in teachers' care as required in NAG 1 [ii]

b) Principles

Teaching and Learning programmes:

1. should reflect the school's vision and Powerful Learning Model (Capture, Develop, Create) and the requirements of the NZ Curriculum 2007
2. are based on student needs
3. are well documented to both meet accountability requirements and to ensure that optimum use is made of learning opportunities by careful design.

C) Class Programme Planning Requirements

All classroom teachers are required to have the following for their class programme. These can be compiled in paper or digital format in an accessible format (eg, folders) and must be made available to Team Leader, DPs and Principal on request. The following headings may be used:

1. Classroom Description

Purpose	Content
<ul style="list-style-type: none">● Analyse students' needs● Set individual and group achievement goals● Plan for specific action/intervention● Summarise class routines and needs for relievers and other Teachers	<ul style="list-style-type: none">● Needs clearly identified, using data● Actions/interventions defined and based in classroom programme● Reviewed mid & end year● Class routines summarised

- a) Teachers are expected to complete a class description by the end of Week 6, Term 1. The Format is emailed to Staff at the start of the year.
- b) The Class Description includes the Needs Analysis: This identifies and specifically plans strategies to meet the needs of those children who form part of our target group.
- c) Where data and/or teacher observations raise a concern about student learning or behaviour, teachers will:

Commented [1]: Is this up to date? I am thinking that Julie made some slight tweaks??

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- Identify students and discuss strategies with Team Leader, Deputy Principals and/or Senco.
- Learning needs are referred through to the SENCo for further investigation and where necessary, interventions are planned alongside the classroom teacher and parents.
- Well-being and/or behaviour concerns are discussed with Team LEaders and where necessary referred to the Deputy Principals.

2. Individual Class Term Plan/Overview

Purpose	Content
To plan class direction within Learning Areas as adapted to student needs	Elements of Learning Areas are identified with appropriate learning tasks/direction
To ensure curriculum, concept (Strand) and content coverage and balance	Curriculum balance will be shown across terms/year
To plan for integrations of learning areas	Integration is obvious
To plan for necessary time frames	Time frames are indicated

- a) A term overview is to be developed prior to the start of each term
- b) Teachers may use their own overview formats for this purpose. Suggested format and exemplars can be found on google docs (RBS School Documentation).
- c) Individual class overview plan to be displayed in classrooms and filed with class planning documentation.
- e) Individual class overviews are regarded as working documents and are to be adapted to meet student interests and needs.
- f) Where students are working across classes (Collaborative Teaching) this will be indicated

3. Unit Plans

Purpose	Content
To identify purpose for learning	Includes Level AOs from the NZC
To plan specific learning experiences to support learning intentions and meet student needs	Specific Learning Intentions Success criteria for units/tasks Lesson activities and sequence
To show the development of skills & knowledge	Resources required
To link with the NZ Curriculum AOs (define appropriate achievement levels)	Planned assessment opportunities Teaching approach itemised (eg: learning centre, collaborative work etc)
To organise assessment opportunities for and with students	Identifies groupings and specific needs Notes/reflection

- a) Teachers will develop detailed units of work for all learning areas they deliver. These will be completed prior to the commencement of the teaching, although may be modified as delivery progresses in response to student needs and ongoing assessment.
- b) If a Learning Area is identified on the Team or Individual Overview, then a unit plan is expected.
- c) Teachers may use their own unit planning format. Templates can be found in google docs (RBS School Documentation)
- d) Unit plans may be team-wide, across classes or individual.

5. Grouped learning (Literacy and Mathematics)

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Where teachers differentiate instruction and teach groups, a planned group rotation sheet should be completed prior to instruction.

Purpose	Content
To specifically differentiate teaching and learning opportunities to meet needs To clearly show the organisation and structure of the lesson/s	Groups identified (and level where appropriate) Specific activities, resources identified Timeframe for lesson/activities Teacher action clearly shown Notes/reflection

6. Timetables

Teachers are to prepare, and update as necessary, a week timetable that reflects when the Learning Areas will be delivered in their classrooms across a week. These are to be completed before the commencement of each term.

Purpose	Content
To plan for the balanced delivery of the curriculum To ensure that appropriate time is allotted to key learning areas such as Literacy and Numeracy To allow Teachers and students to plan the day ahead	All learning areas are covered as specified on Individual Overview, with priority given to literacy and numeracy Day and Time is clearly specified

Commented [2]: Maybe just a statement around that fact that staff - in following the school curriculum - ensure Learning Area coverage ...

Commented [3]: given we want an integrated approach... not sure this is useful anymore????

- a) A copy of the class timetable must be on display in the classroom.
- b) Another copy of the timetable must be handed to the Office Manager for the reliever folder. If a timetable is adapted or changed, an updated copy ought to be placed in the folder.

7. Daily Planning

Purpose	Content
To allow Teachers and students to design the day's learning To ensure that planned opportunities for achievement are able to be met within a given time To communicate the class programme to others (relieving teachers)	Sufficient detail for a relieving teacher to continue with the programme Modifications recorded Day and Time is clearly specified

Some staff may use the combination of their timetable, unit plans and group planning as their daily plan.

- a) Daily plans are prepared prior to the day by the Teacher, with modifications recorded when necessary.
- b) Where students are implementing Self-Managing Timetables, teachers will note this on their daily planning and include examples as appropriate.
- c) Teachers will record notes/reflection on daily planning to inform future teaching.