

Napier Central School



NAG: 1.1b Curriculum

Planning and Preparation

Goals

To promote effective teaching in the classroom requires adequate teacher planning and preparation. Efficient planning and preparation is essential for successful teaching and learning.

Objectives

- To set goals and objectives which are sensitive to particular needs and which enhance children's learning
- To make effective use of class time
- To complete the cycle of **plan-teach-evaluate-plan**
- To ensure resources, material and equipment are organised prior to being needed
- To ensure that every classroom is attractive, stimulating and a motivating environment for children to work in
- To ensure teachers put aside contact time to include planning and preparation for children
- To ensure the class will be able to operate as normal in the teacher's absence

Procedures

Planning and preparation should:

1. Be based on the achievement objectives/exemplars/matrices
2. Suit the individual's teaching style and reflect school policy
3. Be flexible
4. Be ongoing
5. Contain a current organisation timetable
6. Contain a Long Term Plan in each curriculum area
7. Show groupings for Maths, Reading, Spelling and Writing
8. Ensure the needs of all children are catered for through long term overviews and daily planning
9. Have allowance for evaluations and assessments of children in different curriculum areas
10. Have recorded objectives for every area of the curriculum and for every group
11. Include Learning Intentions and Success Criteria

Planning to be reviewed in Terms 1 and 3 by Syndicate/Team Leaders and may be seen once a year by the Principal as part of the Performance Standards process.

Reviewed: 2016