

PLANNING / PREPARATION

GUIDING PRINCIPLES

- Link programmes to the National Curriculum and Learning Area Statement folders.
- Student Involvement in the planning and assessment process.
- Key Competencies and Values will be integrated into the 'Big Idea' units over the year. Thinking and Respect throughout all units.

Key Competencies	Values
Managing Self	Integrity
Relating to others	Perseverance
Using Language, symbols and text	Diversity
Participating and contributing	Manaakitanga
Thinking	Respect

First planning of the Year should contain:

- Teacher's philosophy of teaching
- School Vision and Mission Statement
- Classroom description (to be added to as changes occur)
 - Age /Gender, General Overview, CWSA / CWSN, Barriers to Achievement
- Classroom organisation – routines, Behaviour expectations
- Overview for Year-Topics/Big Ideas, Key Competencies, Values
- All planning can be on google docs

Weekly Planning

Year 1-3 – Experiential play based learning/Action stations

Separate planning for instructional groups in:

- Reading – Maths – Writing

These should show: group names, group levels, learning intentions, texts to be used, organisation, evaluation. Big ideas of integration for student interests.

Library, Kiwi Can, Fitness, Assembly, Kapa Haka, Buddy Classes, sports Daily reflective journals.

Year 4-8 Innovative approaches

Facilitation for authentic learning.

Draw down groups for specific teaching. Record in weekly plans. Daily reflections expected to be noted so forward planning and teaching can be implemented.

Library, Kiwi Can, Fitness, Assembly, Kapa Haka, Buddy Classes, sports Daily reflective journals.

Year 4-8 – Specific teaching to needs with fluid groupings.

- Innovative teaching programmes as facilitated by class teacher.
- Plan for Integrated Learning Areas within Big Ideas Unit, according to student interests and needs.
- Anecdotal reflection and evaluation entered daily.

Integrated Units – “Big Idea” / Over 2 years – aim for coverage across all six ideas.

- Tikanga / Culture – Sustainability – Globalisation - Enterprise - Systems - Humanity

Coverage across the Learning Areas is dependent on the Big Idea and student interests.

- The Arts - Health & PE - Science - Social Science - Technology - Te Reo Maori
- Digital – Literacy - Maths

Supervision & Professional Guidance:

- **Senior Leaders** are responsible for the supervision of class programmes and planning.
 - Class Programmes are linked to Finlayson Park Curriculum and adequately prepared.
 - Programmes are meeting the individual needs of students and are of a high expectation.
 - Assessment and programme evaluations are appropriate, meaningful and linked to future plans.
 - Innovative teaching and learning is expected for the levels
- Planning should be overviewed weekly in Term 1 & 2. This may move to 2, 3 and then 4 weekly if planning is successfully meeting expectations (in Term 3/4).
- **Tutor Teachers** are responsible for their PCT’s planning and programmes.
- **Team Leaders and Senior Management** have shared responsibility for professional guidance of staff. A record of all meetings must be kept.