

PLANNING & PREPARATION BY TEACHING STAFF POLICY

NAG 1
NO. 108

Purpose

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

- Arrowsmith Programmes of work are consistent with the requirements of the Arrowsmith School, Toronto. Literacy and Numeracy programs are specifically devised and tailored to the needs of the Arrowsmith full time students.
- 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, commencing 2020. These will be kept on file by the Principal.
2. The writing of long term plans is to be co-operatively planned by Principal and teachers after 2020.

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| <ul style="list-style-type: none">• Purpose• Strand(s) | <ul style="list-style-type: none">• Global Learning Intentions• Learning Experiences• Assessment tasks• Assessment Criteria |
| <ul style="list-style-type: none">• Priority Goal(s)• Level• Key Competencies• Achievement Objectives• Differentiation of intentions & or learning experiences | |

Termly plans must show the progression and scope of learning objectives, specific learning outcomes and success criteria within each curriculum area.