



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Planning and Preparation Policy:

Rationale:

To develop and progress, each akonga requires targeted, focused planning and preparation to design a curriculum based on assessment information and an understanding of each akonga's strengths, interests, identities, languages, cultures and needs.

Purposes:

1. To plan our teaching and learning programmes that breathe life to the Vision, Values, Key Competencies, Learning Areas, Achievement Objectives and Principles of the New Zealand Curriculum / Nga Whanaketanga Rumaki Maori
2. To set goals and objectives for akonga that challenge their abilities, are achievable; enhance learning and progress and allow each child to attain their personal potentials
3. To engage in the learning cycle of assess, plan, teach, assess
4. To organise learning opportunities, groupings, resources, references, materials and equipment effectively for class lessons.
5. To make deliberate and effective use of learning time.
6. To ensure each lesson is well planned and resources prepared and ready for optimum delivery and learning.
7. To set learning goals in partnership with the akonga and whanau (Mathematics, Reading, Writing, Key Competency) based on current assessment data

Guidelines:

1. Planning will be completed on the Pukekohe North School Planning and Preparation Google Doc Templates
2. The Term Inquiry Plan will be completed by the Thursday prior to the commencement of the new term and will include the targeted needs of the students and activities / learning experiences to progress students across the curriculum
3. Planning for Literacy (Writing, Reading, Library, Spelling, Oral Language) and Mathematics and Algebra will allow for each teacher's individual teaching style but reflect the Pukekohe North School's Curriculum Delivery Plan Policies / Procedures, our Annual Plan foci and school targets
Planning documentation will refer to resources and references to be used and the Achievement Objectives from the New Zealand Curriculum and Nga Whanaketanga Rumaki Maori
4. State specific objectives and teaching points catering for individual and group needs as based upon recent assessment data
5. State groupings, including those of Children with Learning Needs and Special Abilities
6. Indicate learning sequences
7. Be flexible, annotated, current, on-going and covering short and long term objectives
8. Be balanced in the delivery of the curriculum, its strands and overall objectives.
9. The completed Google Doc Preparation and Planning sheets will be shared with the /Principal and the teacher's Team Leader each week for Mathematics, Writing and Reading

10. The Google Documents are expected to be shared by 6.00.p.m. on the THURSDAY prior to the next Teaching and Learning Week (Monday / Tuesday as a minimum)
11. Planning will contain a current class description organisational timetable and term overview
12. Teachers will select x 3 Target Students who are Below their Expected Level of Attainment and focus upon lifting their achievement to 'At' by December in Reading, Writing and Mathematics and Statistics.
13. Each of these students will be placed on a Success Education Plan (SEP) that requires x 5 week deliberate acts of teaching and includes input and assistance from the student's whanau.
14. Planning will state assessment tools /criteria and resources to evaluate the objectives set in each 5 week teaching block.

Conclusion:

Deliberate planning and preparation is paramount to successful teaching and learning and therefore to the continued progress of the student(s)

Approved by the Pukekohe North School Board of Trustees at their meeting of:

February 2020

Next Review:

February 2021