



# Savile Town CE (C) Infant and Nursery School Planning Policy 2020

*'At our school we celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'*

At Savile Town CE (C) Infant and Nursery School planning documentation takes on 3 forms:

- Long term planning - collated in the form of a curriculum planning map that determines topic coverage.
- Medium term planning - an overview of the half term linked with the National Curriculum and EYFS taking in consideration the expectations within a particular year group.
- Short term planning - completed on a weekly basis for Literacy, Numeracy and other subjects as appropriate.

## In completing planning, it is agreed that.....

- Planning is the professional responsibility of all individual teachers, who plan by taking into account the particular needs of the children in their class.
- Planning should be fit for purpose. It should be useful to staff and reflect what they need to support the teaching of their class.
- Short term plans should not be long and complex. The formats have been agreed by all staff. These documents are usually completed electronically and must include detail of the learning objective, how it will be achieved and detail of pupil attainment in relation to the objective.
- Short term plans are working documents and do not need to be beautifully presented or copied out for other people.
- Short term plans should include evidence of differentiation/ personalised learning approaches for individuals/ groups of children.
- Planning may be completed collaboratively with a planning partner.
- PPA cover planning will be planned in agreement with the respective class teachers. Comments related to pupil attainment will be made on these sheets as well.
- Lesson plans will be treated with respect. Other teachers will not write comments on them or use them without permission.
- Planning is used by the Head to monitor pupil outcomes/ identify vulnerable pupils and by subject co-ordinators to monitor coverage/ progression.
- Evaluations take place on weekly planning sheets and staff make notes about individual and group pupil progress and understanding

Agreed with staff in March 2020