

# **NORTHWICK PARK PRIMARY AND NURSERY ACADEMY**

## **PLANNING POLICY**

At Northwick Park Primary and Nursery Academy we recognise the need for careful and collaborative planning. Planning in Year Groups and across the Key Stages ensures coverage of the National Curriculum and the equal entitlement of all children. It enables children to meet their targets and achieve their potential through carefully structured sequences of lessons. In the Foundation Stage they cover all the early learning goals.

### Long Term Planning/Medium Term Planning

Schemes of Work are in place for all curriculum areas. Before the start of each half term, teachers work in year groups to produce half-termly plans. These take the form of a broad overview of curriculum content to be covered during each week ensuring coverage of the Schemes of Work.

Medium term plans for English and mathematics are completed in year groups. Plans from previous years are available and are for reference. These medium term plans ensure coverage of the curriculum for English and mathematics.

### Weekly Planning

There are agreed formats for weekly planning. Year Groups produce collaborative plans for English and mathematics and collaborative weekly plans for the foundation subjects.

There are agreed lesson planning sheets which are filled in whenever lessons are observed internally or externally.

### Foundation Stage

A detailed weekly planning format is used which outlines the early learning goals to be covered and the activities to be carried out.

An outside play planning sheet is used on a weekly basis to outline the activities to be accessed outside.

### Informing Parents

Parents are provided with copies of the curriculum overview upon request. Annual year group letters inform parents of curriculum content and scheduled events, e.g. educational visits.

### Learning Support Assistants

Planning is shared with learning support assistants. There are agreed planning sheets for learning support assistants working in class during English and maths sessions. These planning sheets make explicit learning intentions and expectations. They also provide an opportunity for learning support assistants to feedback to teachers via the evaluation section of the form.

### Supply Teachers.

Supply teachers work from teachers plans. Plans in English and mathematics should be left on the teacher's desk in case of unplanned absence. Copies of MTPs in English and mathematics and half termly plans should also be available.

Regular supply teachers that are frequently in school provide an opportunity to discuss lessons prior to delivery. Supply teachers are also responsible for evaluating lessons. Regular supply teachers are also invited to staff meetings. Regular supply teachers also participate in national training initiatives e.g. mathematics, English training.

### Non-Contact Time.

Teachers are provided with the statutory PPA time in order to plan collaboratively in year groups.

### Monitoring

Medium term plans in English and mathematics are monitored by subject teachers.

Short term plans in each curriculum area are sampled by subject leaders. Lesson observations in all subjects ensure planning is being translated effectively into teaching.

Schemes of Work are constantly under review.

Review Date: December 2017.