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INSTRUCTIONS FOR PLANNER WRITING

Teacher Planner in Folder Form is to be used preferably for teachers' facilitation in lesson planning. It also aligns with the concept of Rotational Planning which has been introduced to reduce workload of teachers, and to ensure equity and standardization in teaching materials and methodology for all sections of a class .

However, the school administration has the option of providing Teacher Planner either in Folders or Registers format to the academic staff for writing their lesson plans and maintaining necessary records. When Register Format will be used ,the teachers will have to hand copy the lesson plan prepared in Rotational Planning , though the stress of lesson planning will be reduced but the copying down of every lesson plan will be a continued workload.

The soft copy (modified) of both Folder and Register formats is available on the APSACS website. Separate set of instructions for Section A, B & C are given . The information for all sections will be entered in structured forms designed for this purpose. The sections are separated by coloured separators. Choice of colours for these separators is left to schools. Besides the above information, Annex B has been attached in which different Teaching Methodologies are given.

GUIDELINES FOR FOLDER ORGANIZATION :

Teacher Planner (Folder) will have three sections complete with instructions on what and how to fill in these sections.

Follow the given guidelines to organize your planner well :

1. When a teacher starts using the Teacher Planner, for sake of convenience she may move the set of Instructions for Sections A & B towards the end of the folder to be referred for guidance.
2. Rest of the folder should be arranged in order given in the Index Page
3. The school may arrange a short session of teachers and School Admin/ Clerical Staff to demonstrate the correct order of Filing in the Folder.
4. **Section A** : has complete information about the teacher. It is to be systematically filed beginning with Personal Bio data and ending at Days to Remember
5. **Section B**: Put a coloured separator for Section B. This section too ,should be in order given in the Index Page. However, the first lesson plan to appear after the Sample lesson plan should be the **latest** lesson plan and NOT the first lesson plan of the term. Add a separator for the Lesson Evaluations. Just like the lesson plans, the first page to appear after Sample Lesson Evaluations should be the Latest Lesson Evaluations and NOT the first Evaluation written in the beginning of the term

NOTE: The school may arrange a short session of teachers and School Admin/ Clerical Staff to demonstrate the correct order of Filing in the Folder.

6. Section C too should be filed in the order given in the Index page . Every page carries relevant instructions/information. The important information and records which a teacher needs and maintains as needed throughout the Academic Session.

Section C will have:

INSTRUCTIONS FOR WRITING SECTION C

1. PERSONAL/PROFESSIONAL ACHIEVEMENTS
2. STAFF MEETING (AGENDA POINTS)
3. RECORD OF CLASS AWARDS

NOTE: Observation Record for student's Profile has been excluded from the planner, but class teacher must regularly follow 'Child Observation Procedure' (Refer: Assessment and Examination Policy Pgs.46,47) and maintain a register for authentic reporting& recording of child development.

TEACHING METHODOLOGIES

- Group Lessons (Brain Storming)
- Demonstration (EPL and Sensorial)
- Activity based
- Role play, Puppet shows, Show and Tell
- Experiential learning (Nature Walk, Outdoor activities, Play dough)
- Oral Questioning
- Visual learning
- Singing (English, Urdu Rhymes)
- Recitation (Quranic Verses)
- Art and Craft (Colouring, Cutting, Pasting, Drawing, Painting, Collage Work)

Separator
(Any Colour)

Section A

Instructions for Section A:

Teachers often do not fill all of them completely. Probably they find certain pages irrelevant or superfluous. Every page is dedicated to store information for some purpose, the teachers are directed to read the instructions carefully & fill in the requisite information properly.

1. PERSONAL PROFILE

Indicated information needs to be filled. Qualifications entered must be verified by the school administration office. This page is to be filed as the FIRST PAGE OF THE RING BINDER.

2. IMPORTANT TELEPHONE NUMBERS

It includes not only the administration's and colleagues' Personal / Father / Husband / Doctor numbers, but also other emergency numbers as Fire Department, local rescue services, doctors / hospitals on panel, crisis management support units etc.

3. TEACHING SCHEDULE FOR PLAY GROUP & KINDERGARTEN

These two classes have teaching blocks which always begin with morning meeting the rest of the blocks may be used according to the importance of subjects and school discretion.

4. CLASS & TEACHER TIME-TABLE FOR PREP

Filling in Time Tables properly is a primary requirement as it clearly tells exactly where a particular teacher is, what she is teaching during a specific period and the total work load assigned to him/her.

5. TEACHING BLOCKS FOR PG, KG & PREP

These will be filled to indicate the subjects being taught in these classes and the time allocated to these subjects in the Syllabus Break-up.

6. DUTIES ASSIGNED

Must be filled in as it reflects the tasks assigned to a teacher other than teaching i.e. In charge Assembly, ECA Program, member SIP, etc .

7. SUMMARY OF ACADEMIC CALENDAR

A blank page is provided here to paste a copy of summary of Academic Calendar & Syllabus Break-up. This photocopy will be provided by the school administration. It helps her/him to plan/ prepare for the forth coming events. As each event takes place, she/he may highlight it as completed/ accomplished.

8. LIST OF EXTRA / CO-CURRICULAR ACTIVITIES

A blank page is provided here to paste the list of ECAs given in the academic calendar. This photocopy will be provided by the school administration. This information helps the teacher to proactively plan / work and prepare her students for the forth coming event without any reminders from the Section Heads. It also provides time for planning and reflection.

9. DAYS TO REMEMBER

Schools celebrate days of International/ National significance through Assembly Presentations, cards, talks by inviting special guests etc. Teachers should enter the particular activity arranged for their class according to the days.

PERSONAL

Name : _____

Qualification: _____

Experience: In education _____ APSACS _____

Professional Development Courses: _____

Address : _____

Tel/Mob : _____

School : _____ Tel: _____

Principal : _____ Tel/Mob: _____

Section Head : _____ Tel/Mob: _____

**TIME SLOT
FIRST TERM**

P.G/K.G

FROM : _____ **TO** _____

Total Weeks: _____

No. of Teaching Weeks: _____

Subjects

Time Slot

Morning Meeting

English

Urdu

Mathematics

World Around Us (GK)

Islamiyat

EPL/Sensorial

Story Telling

Outdoor Play

Music

Video

Art

TIME SLOT
FINAL TERM
P.G/K.G

FROM : _____ **TO** _____

Total Weeks: _____

No. of Teaching Weeks: _____

Subjects

Time Slot

Morning Meeting

English

Urdu

Mathematics

World Around Us (GK)

Islamiyat

EPL/Sensorial

Story Telling

Outdoor Play

Music

Video

Art

PERIOD ALLOCATION FIRST TERM

PREP

FROM : _____ TO _____

Total Weeks: _____

No. of Teaching Weeks: _____

Subjects

Periods per Week

English + World Around Us (Social Science)

Urdu

Mathematics

Islamiyat

Computer

Arts

Games

Value education

Music

Library / Video

PERIOD ALLOCATION FINAL TERM

PREP

FROM : _____ TO _____

Total Weeks: _____

No. of Teaching Weeks: _____

Subjects

Periods per Week

English + World Around Us (Social Science)

Urdu

Mathematics

Islamiyat

Computer

Arts

Games

Value education

Music

Library / Video

SUMMARY OF ACADEMIC CALENDAR

2_____ to 2_____

A photo copy of summary of Academic Calendar

EXTRA / Co CURRICULAR ACTIVITIES CALENDAR

2_____ to 2_____

A photo copy of summary of ECAs in Academic Calendar

DAYS TO REMEMBER

Date	Day	Activities Planned by the teachers/ school
20 March	Sharing Day	
22 March	World Water Day	
7 April	World Health Day	
22 April	Earth Day (www.earthday.org)	
1 May	Labour Day	
4 May	School Principal's Day	
11 May	Mother's Day	
5 June	World Environment Day	
12 June	World Day Against Child Labour	
7 August	International Friendship Day	
11 September	Grandparents Day	
21 September	International Day of Peace	
5 October	World Teacher's Day	
20 November	Universal Children's Day	
Any Other by School		

Separator
(Any Colour)

Section B

Instructions for Section B:

- **Rotational Planning**

Every teacher will not make Lesson Plans every week. Lesson plans will be written on **Rotational** basis by the teachers taking different sections of same class. **The teachers will routinely carry their Weekly Lesson Plans on Clip Boards** if they are using Folders. *This practice is redundant in case they are using registers.*

- Every week ONE teacher will be asked to develop Lesson Plans of her subject/class for that week with relevant activities, resources, group work, worksheets, assessments etc. *This plan will be finalized after review and input by rest of subject teachers of same class. This activity ensures collaboration and ownership by all teachers*. It will then be used by teachers of all the sections of that particular class. However, the **Evaluation of Lesson** will be filled **after a week** by every teacher based on teaching and learning experiences in the class.

Writing the Lesson Plan (Structured Lesson Format is provided)

- Fill in the week number, name of lesson developer, class, subject, topic, period & date for which the lesson is scheduled.
- Write the **objectives**. (to be shared verbally, written on the board and explained to the students at the beginning of the lesson)
- Write the **skill identified** for the lesson (to be explained to the students that they will learn/practice these skills during the lesson & the teachers will focus on the development of these skills.
- Write down **Resources** to be used (Audio/Visual aids, chart, flash cards, illustration, model or realia)

Methodology (Write everything in points. For details refer to the Syllabus Breakup or maintain a personal diary)

- Briefly write the **salient features** of the lesson. The contents of lesson must be according to the announced objectives. Mention the **methodology** to be used i.e. brainstorming, discussion, or a combination of different methods. (ref. Annex-B)
- Write the plan or Qs to check **previous knowledge** of the students or re-cap the last lesson to connect previous and present topics.
- Write down the plan to **introduce the topic**, is it by announcement / an activity / a short discussion/brainstorming
- If any **activity** is planned or Audio/Visual Aids are to be used, mention at what point during the lesson it will be done. When the activity is mentioned in the Syllabus break-up, just mention name of activity & write the Page no. given in the syllabus breakup.

- e. **Wherever possible, mention the skill / attitude** you aim to develop during the lesson. (it will not be shared with the students ,however the teacher will ensure that the student get adequate practice during their work.)
- f. Write down the student work, board practice/ **class work** written/oral & **home work** intended for the period. (HW must be according to the Syllabus Breakup)
- g. **Success Criteria:** learning intentions and success criteria help the children understand what they are learning and what good work looks like. Students must be told what is expected of them. Teachers normally do share success criteria verbally for any task that they assign to students. The general success criteria for every subject is being given by APSACS. Teachers will select the relevant criterion and share with their students. The specific criteria will be written down in the Lesson plan because all the teachers will be using lesson plans prepared by each other.
- h. Write the **Recap plan** – summing up of the lesson by the teacher or joint class effort, or a board activity or any chart which was used as a teaching aid.
- i. **Assessment Plan:** Every lesson has a structured assessment plan to gauge the learning outcome of the students. Assessment plan must be identified clearly in the lesson plan form. (can be verbal questions, quiz, worksheets/written tests or activities)

Some Don'ts for the Lesson Plan:

Please do not mention 2, 4, 5 minutes for every step. **That** is an exercise in time management. It is NOT Lesson Planning but Time Planning for 40 / 80 minutes period. Do not add details which are superfluous or which are NOT going to be used in the lesson. Sometimes over enthusiastic teachers write details and activities/AV aids in their Planners which they never use during the lesson.

Developed by: Samina

Taught by: Rubina Arif

DAILY LESSON PLAN (SAMPLE)

Class/Sec: Play Group Period: 2nd / 60 min. Date/Day: 26-02-14/ Wednesday

Subject : English Topic : Letter “a” Theme: Plants

Objective: Students will be able to: listen attentively, recognize letter and Phoneme of letter ‘a’ and its related vocabulary

Skills: Listening, recalling , reading and recognizing identifying letter	
and sounds, describe pictures, phonetic awareness, tracing .	
Resources : Book pgs. 2, 3, flash cards, sand tray,	
Real objects, toys, pictures, cutout of letter ‘a’ worksheet of letter ‘a’.	
Methodology: Group lesson: Students will sing ABC song. They will be introduced to	
letter ‘a’ with its phoneme. Demo will be given through flash cards. Real objects will be	
displayed and their names will be asked .	
<u>Integration</u> : Relate the vocabulary (apple) with the Theme “Plants” and	C.W
discuss (colour, size, shape)	
Sand trays will be distributed formation of letter ‘a’ will be given.	
Students will write in the air to practice correct formation.	
Cutout of letter ‘a’ will be pasted on board at student’s eye level.	H.W
Children will come to the board and trace inside the pasted cutout.	
Students will trace letter ‘a’ independently on worksheet.	
The teacher will help the class with focus on struggling learners.	
Activities: 1. Sing ABC song, 2. Finger tracing on sand tray, air	
board, 3. Tracing of letter ‘a’ on worksheet	
Success criteria:	
Articulate the phoneme of ‘a’ as demonstrated by the teacher	
Use two fingers (index middle) to trace the letter.	
Trace letter ‘a’ on the worksheet along the dotted line	

* Methodology selected in the Subject Coordination Meeting should be used.

DAILY LESSON PLAN (SAMPLE)

Class/Sec: Prep Period: 1 & 2 / 80 min. Date/Day: 13-03-14/ Wednesday

Subject : English Topic : First Sound P,Q, R

Objective: Students will be able to recognize the sound of consonants P,Q,R

Skills: Phonemic awareness, discrimination of sounds, Recognition of difference btw	
sounds, Recognise rhythm in spoken words.	
Resources : Flash Cards, Board	
Methodology: Previous knowledge of the students will be checked by asking students to	
repeat the phonemes of consonants between letters a to o.	
Letter 'P' will be written on the board, blue words written in the textbook	
"Pumpkin, Pie & Pan" will be written on the board. Students will be	C.W
asked to read out the words with phonemes. A lot of oral practice will	Workbook
be done. Reading of Ryming sentences will be done by the teacher	Writing
and students will follow. Same steps will be repeated for letters Q & R.	pg 72
Success criteria:	
Read words with phonics	
Read the sentences aloud	
Follow the correct formation of the letters	
Assessment Plan: Board activity (Ref Syllabus Breakup)	H.W

* Methodology selected in the Subject Coordination Meeting should be used.

Lesson Evaluations (Week Wise)

INSTRUCTIONS FOR WRITING WEEKLY

EVALUATIONS

Lesson Evaluation is an exercise of reviewing the planning / teaching and learning process. It should be brief, explicit and concise. The self evaluation analysis should answer the following questions:

- How well was the lesson executed? Did you as teacher need to slow down; speed up; make any adjustment in the lesson plan given?
- Did the majority of students understand the concepts and skills they are expected to develop as a result of teaching?
- Were the struggling learners (students who need extra support) identified?
- Have you noted down the names of struggling learners in your planner? (Never to be told to other students/teachers).
- What extra help did you give to students who had difficulties?
- If the lesson could not be completed, state your completion plan.
- Files for struggling learners at all levels to be maintained showing their progress in the areas identified by the teacher.

Separator
(Any Colour)

Section C

CLASS AWARDS (MOTIVATION)

The objective of Class Awards is to acknowledge and validate the students for their accomplishments, improvements & good practices routinely in order to motivate and encourage desirable behaviours and learning practices. These awards must be given in the classes as and when students show excellence/ improvement in their studies as well as in their behaviours.

The class awards for encouragement should provide immediate gratification and motivation, therefore must be awarded in the classes on routine basis as and when a desirable behaviour is seen. The teachers should not withhold these class awards till end of term. They should not be given so generously that their impact and significance is lost, neither should they be so rarely awarded that students lose motivation. When a teacher has maintained a record of class awards which are given to students during the term, she/he can simply refer to the Planner to get the students' names and awards given to them so that they can be mentioned in the report cards.

*School Heads will provide several assorted class awards to teachers every month so that she can acknowledge any achievement as and when she sees it. Although the samples are provided in the Academic

CLASS AWARDS

Act of Kindness	Holy Quraan Verses Award
A1 – Speller	Creative Writing Award
Handwriting Award	Homework Award
Star Performer	Vowels
Shown Improvement	Class Champion
Neat Work Award	Job Done Well (Project)
Great at Phonics/Reading	Perfect Attendance
	Congratulations (Checkpoint Assessment)

RECORD OF CLASS AWARDS

S. No.	Names	Date	Award Specification

Note: If any other accomplishment /any Value.. cooperation, sharing, truthfulness, patriotism etc is identified by teachers, they may design an award accordingly.