

INSTRUCTIONS FOR COORDINATION MEETING

Senior Classes XI – XII

Rotational Lesson Planning has been introduced in APS&Cs from the Session 2014–2015. Subject Coordination Meeting is the most important activity to ensure uniformity in standardization, quality teaching and assessments.

Beginning academic year 2016-17, Syllabus Breakups have been developed on APSACS format for senior classes as well. Time (number of periods) needed to teach a Unit / Chapter has been judiciously calculated and given in the Syllabus Breakups. The teaching faculty of HSSC I & II are required to conduct and then record the lesson planning in coordination registers. The format of the coordination meeting has been suitably amended for this level.

Rotational Lesson Planning

Rotational Lesson plans will be written on the modified format in coordination registers.

- a) Lesson plans will be written on rotational basis by the teachers
- b) Every week one teacher will be asked to develop Lesson Plan for his/her subject for that week. This plan will be used by teachers of all the sections of that class. As the HSSC teaching faculty will not be writing daily lesson planners, every teacher will need to keep a record of these weekly plans in a folder.

Academic Coordination Meeting

It will be held at three levels.

1. Mega Coordination Meeting
2. Term Coordination Meeting
3. Weekly Coordination Meeting

1. Mega Academic Coordination Meeting.

Attendees:

- i. Principal
- ii. Section Heads
- iii. Subject Coordinators

- iv. Teaching faculty

Schedule:

Mega Academic Coordination Meeting will be held twice during an Academic Year.

- a) Before the commencement of the New Academic Year.
- b) After Result / PTM of the First Term.

- The Principal will
 - i. discuss the board results, school GPA, the GPA of each subject and every teacher's GPA
 - ii. discuss the importance of quality teaching, revision and assessment plans.
 - iii. discuss and explain the salient features of Academic Calendar, for example, assessments, first term examination, send ups, test series and ECA etc.
 - iv. stress / emphasize that teachers should visit the FBISE website frequently.
 - v. explain the HSSC Academic Policies, specially focusing on new policies, if any.
- The Section Heads will give briefings on Curriculum / Assessment plans of their sections. (prepared by the subject coordinator)
- The subject / class coordinators will attend the meeting and take relevant notes.

2. Term Subject Coordination Meeting:

a. Attendees

- 1. Section Heads
- 2. Subject Coordinators
- 3. Teaching faculty/subject specialists

b. Schedule:

Term Subject Coordination Meeting will be held twice annually i.e. during the Orientation Week and before the Second Term.

c. Prerequisites:

The Subject Coordinator must ensure that all the teachers of parallel classes have:

- the updated and approved text-books and practical note books (to be confirmed from FBISE official website), and syllabi when they come for the meeting.
- studied in advance, the block syllabus, detailed syllabus, the lessons in the text books (and list of practical).

Procedure:

- a. The Subject Coordinators will be responsible for conducting the co-ordination meetings under the guidance of the Section Head.
- b. The Subject Coordinator and the team of subject teachers who are taking parallel classes/sections of a subject will study the whole Block Syllabus for the whole term.
- c. Every Subject Coordinator and her team will chalk out a broad teaching plan of the assigned subjects for the whole term according to the periods dedicated in the syllabus breakup.
- d. The Subject Co-ordinator will distribute/assign the week number for lesson planning (for one term) among the teachers of different sections (parallel) of a class. The teacher will prepare the Lesson Plans according to the set of instructions

3. Weekly Subject Coordination Meeting.

Attendees:

1. Subject Coordinators
2. Subject specialists

Schedule:

Coordination Meetings will be held after regular school timings during the teachers' stay-back time. The day for holding Coordination Meetings will be decided subject wise. The entire teaching faculty must understand the following procedure:

Procedure:

- Review the previous week's work.
- Discuss the objectives given in the scheme of studies for the topic.
- Identify the skills which are to be developed in the students.
- Make sure that the weekly syllabus is judiciously spread over the allotted periods.
- Choose the methodology or follow the one given in the Syllabus Breakup.
- Identify the practical, if any.
- Plan CW and HW, if required.
- Decide how and when to do incomplete work if any.

Weekly Subject Coordination Meeting Record

Senior Classes XI-XII

Session: _____

Month: _____

Week: _____

Class: _____ No. of Sections: _____

Steps	Subject: _____ Chapter / Topics:	Syllabus Break-up page no:	
1	Review of Previous Week's Work (& completion plan, if any):		
2.	Period wise / Weekly Break-up	Methodology	
	Teaching Aid (s), if required:		
	Topic:		
	•		
	•		Class Work:
	•		
			Home Work:
			Assessment (s) if any:
3.	Strategies for Struggling Learners:		
4.	Date of Coordination Meeting Record: _____	Date of distribution of the Coordination Meeting Record to the Teachers: _____	

Sign: Subject Coordinator _____

Sign: Section Head _____