

INSTRUCTIONS FOR COORDINATION MEETING

SESSION.....

SUBJECT COORDINATION MEETING IS THE MOST IMPORTANT ACTIVITY TO ENSURE UNIFORMITY IN STANDARDIZATION, QUALITY TEACHING & ASSESSMENTS. THE ROLE OF SUBJECT OR CLASS COORDINATOR WILL BE GIVEN TO EXPERIENCED TEACHERS WITH GOOD ORGANIZATIONAL ABILITY AND STRONG INTERPERSONAL SKILLS.

PLANNING FOR COORDINATION MEETINGS

A. PREPARATION BEFORE SCHOOL OPENS

APSACS ACADEMIC SESSION 2017-2018 WILL COMMENCE IN MARCH/APRIL 2017 FOR COLD /WARM REGIONS RESPECTIVELY. (REF. ACADEMIC CALENDAR)

THE PRINCIPAL AND SECTION HEADS WILL STUDY THE ACADEMIC PACKAGE FOR 2017-2018 IN DEPTH AND WILL PLAN & PREPARE WELL BEFORE ACADEMIC SESSION COMMENCES WITH SPECIAL ATTENTION TO THE **CHANGES /MODIFICATIONS** TO BE EFFECTUATED IN THE NEW SESSION.

IN THE COLD REGION THE TEACHERS WILL GET THEIR SYLLABUS BREAK-UPS DURING THE LAST WEEK OF FEBRUARY AND IN THE WARM REGION THE TEACHERS WILL GET THEIR SYLLABUS BREAK-UPS DURING THE RESULT PREPARATION WEEK, END MARCH. THE SCHOOL ADMINISTRATION WILL SET ITS OWN DATES/DAYS FOR PRE-ORIENTATION SCHOOL PREPARATION.

B. PLANNING BY PRINCIPALS / SECTION HEADS/ COORDINATORS

- 1). PLAN :
 - A). THE REGULAR PROCEDURES/ROUTINES FOR THE NEW SESSION
 - B). TO IMPLEMENT THE ACADEMIC PACKAGE IN THE NEW SESSION
 - C). FOR SETTING UP THE OLD BOOK BANK WELL BEFORE THE SESSION BEGINS (INVOLVE ADMIN OFFICE)
 - D). DEDICATED SESSIONS FOR INDUCTION AND ORIENTATION OF NEW TEACHERS
- 2). REVIEW SEF BASED ON PREVIOUS YEAR PERFORMANCE
- 3). UPDATE/ OUTLINE OF PLAN FOR SIP 2017-2018
- 4). REVISIT THE SLIDE SHOW FOR ORIENTATION DAYS AND CLEARLY HIGHLIGHT IMPORTANT CHANGES TO BE ADDED FOR PARENTS

C. TEACHERS

- 1). STUDY REVISED SYLLABUS IMPLEMENTATION GUIDE FOR TEACHERS (REVISED SYLLABUS ANNEXES BOOKLET) TO UNDERSTAND CHANGES FOR THE NEW SESSION
- 2). STUDY THE MODIFIED CONCEPT OF AFL AND MAKE SUITABLE PREPARATION FOR AFL DAYS (REF SYLLABUS IMPLEMENTATION GUIDE FOR TEACHERS).

D. LEVELS OF ACADEMIC COORDINATION MEETING:

- 1). TERM ACADEMIC COORDINATION MEETING TO BE HELD ON THREE LEVELS; MEGA COORDINATION MEETING, TERM COORDINATION MEETING AND WEEKLY COORDINATION MEETING

A). MEGA ACADEMIC COORDINATION MEETING

SCHEDULE. MEGA ACADEMIC COORDINATION MEETING WILL BE HELD TWICE DURING AN ACADEMIC YEAR:-

- I. AT THE COMMENCEMENT OF THE NEW ACADEMIC YEAR.
- II. AFTER FIRST TERM RESULT / PTM – AT THE COMMENCEMENT OF SECOND TERM

SALIENT FEATURES OF MEETING:

- B). PRINCIPAL (CHAIRPERSON)

ATTENDEES:

- I. ALL SECTION HEADS & THEIR ASSISTANTS, IF ANY
- II. ECA COORDINATORS
- III. SUBJECT COORDINATORS
- IV. CLASS COORDINATORS
- V. SECURITY OFFICER
- VI. PTIS
- VII. ADMIN OFFICER
- VIII. REGIONAL DIRECTOR (IN NEAR PROXIMITY SCHOOLS)

C). AGENDA

THE PRINCIPAL WILL SHARE / EXPLAIN THE CHANGES IN THE ACADEMIC PACKAGE FOR 2017-2018:

- I. MODIFICATIONS AND REVISIONS FOR THE NEW SESSION IN APSACS ACADEMIC PACKAGE

- II. DISCUSS DETAILS OF ORIENTATION DAYS FOR PARENTS AND STUDENTS
- III. ADDRESS MAJOR ADMINISTRATIVE ISSUES, SECURITY CONCERNS AND MEASURES
- IV. ENSURE THE AVAILABILITY OF TEXTBOOKS /SYLLABUS WORKSHEETS IN THE LOCAL MARKET
- V. SHARE MODALITIES FOR THE ACADEMIC SUPPORT PLAN
- VI. DISCUSS THE CHANGES IN THE SCHOOL TIMINGS AND PERIOD ALLOCATION
- VII. BRING HIS/HER TEAM ON BOARD REGARDING THE ASSESSMENT AND EXAMINATION PACKAGE
- VIII. DISCUSS SALIENT FEATURES OF SCHOOL SEF AND SIP, DOCUMENTATION & IMPLEMENTATION AS WELL AS CONCEPT OF UPDATING. THE PRINCIPAL WILL BE PERSONALLY RESPONSIBLE FOR UPDATING THE SEF AND SIP DOCUMENTS ON REGULAR BASIS
- IX. TALK ABOUT CAREER COUNSELING AND IMPORTANCE OF BEING AWARE OF CAREER PATHS FOR STUDENTS ENTERING UNIVERSITIES AFTER HSSC/A LEVELS
- X. SHARE THE EXPECTATIONS OF THE IT (AMS) & COMPUTER DEPARTMENTS AND RESOLUTIONS FOR ISSUES IN UPLOADING AND DOWNLOADING THE DOCUMENTS

EVERY SECTION HEAD WILL GIVE BRIEFINGS ON NEW CONCEPTS FOR HIS/HER OWN SCHOOL LEVEL:

- NEW SYLLABUS BREAK-UPS INTRODUCED IN THE SESSION
- REVISIONS/ ADDITIONS IN REVISED SYLLABUS IMPLEMENTATION GUIDE FOR TEACHERS
- DEVELOPMENT OF FOUR LANGUAGE SKILLS — INCREASED STRESS ON SPOKEN SKILL
- MODIFIED PROCEDURE OF AFL AND CONCEPT OF SPIRAL PROGRESSION IN CURRICULUM
- **E SKILL** WORKSHEETS ATTACHED TO E-SKILLS TEXTBOOK (FOR BOOKS BOUGHT FROM BOOK BANK; WORKSHEETS TO BE PROVIDED BY PARAMOUNT PUBLISHERS)

- ACADEMIC SUPPORT PLAN
- PLAN FOR IMPLEMENTATION OF ADD-ON IN SPORTS
- PLACEMENT TESTS- TO BE REVISED ACCORDING TO THE INSTRUCTIONS -LEVEL SPECIFIC TASK DELEGATION
- BASIC TEACHER TRAININGS FOR THE NEW SESSION
- MODIFICATIONS IN CLASS OBSERVATIONS
- NEW BENCHMARKS: INTERACTIVE SESSIONS, VIDEO TUTORIALS AND DATA MAINTENANCE (AMS)
- FACILITATION REGARDING E SKILL WORKSHEETS (SOLVED KEYS AND FREE OF COST PROVISION)

NOTE: THE SUBJECT / CLASS COORDINATORS WILL TAKE RELEVANT NOTES TO PREPARE FOR TERM COORDINATION MEETINGS.

THE OTHER ATTENDEES WILL PARTICIPATE ACCORDING TO THEIR JOB DESCRIPTION.

THE REGIONAL DIRECTOR, IF POSSIBLE, WILL TAKE A BIRD'S EYE VIEW OF MEETINGS IN NEAR PROXIMITY SCHOOLS. FROM REMOTELY LOCATED SCHOOLS, THE RD WILL GET THE MINUTES OF THE MEETING FROM THE PRINCIPALS.

TERM COORDINATION MEETING (LEVEL WISE)

- 1). **ATTENDEES**
 - A). SECTION HEAD
 - B). SUBJECT COORDINATORS
 - C). ASSISTANT TO SECTION HEADS, IF ANY
 - D). SCHOOL TEACHING STAFF
 - E). PTIS
 - F). ADMIN OFFICER
- 2). **SCHEDULE**. TERM COORDINATION MEETING WILL BE HELD ONCE DURING THE ORIENTATION WEEK & SECOND TIME BEFORE THE SECOND TERM, SEPARATELY IN THE PRE, JUNIOR, MIDDLE, SENIOR/ CAMBRIDGE SECTION AND COLLEGE LEVEL.
- 3). **AGENDA**
EVERY SECTION HEAD, SUPPORTED BY HER COORDINATORS, WILL EXPLAIN TO HER TEAM , THE CHANGES IN THE ACADEMIC PACKAGE

AND OUTLINE THE IMPLEMENTATION PLAN, RELEVANT TO HER SCHOOL LEVEL WITH SPECIAL FOCUS ON:

- A). PREPARE A ROAD MAP FOR **HER/HIS SCHOOL LEVEL** FOR THE TERM INCLUDING PLAN AND REVIEW OF SEF AND SIP OF THEIR INDIVIDUAL SCHOOL LEVEL
- B). CHANGES IN BOOK LISTS (1ST TERM ONLY)
- C). PERIOD ALLOCATIONS (IT IS SUGGESTED THAT WHEN A SCHOOL HAS MORE THAN TWO SECTIONS, THE DIFFERENT SECTIONS OF A CLASS BE ASSIGNED TO DIFFERENT SUBJECT TEACHERS SO THAT ROTATIONAL PLANNING CAN BE EFFECTIVELY CARRIED OUT.
- D). PROCEDURE TO ARRANGE E SKILL WORKSHEETS FOR STUDENTS GETTING BOOKS FROM BOOK BANK WILL BE DISCUSSED AND TASKS WILL BE ASSIGNED TO RELEVANT STAFF ACCORDINGLY. (1ST TERM ONLY)
- E). TEACHERS TO PREPARE PLANS FOR AFL ACCORDING TO MODIFIED PROCEDURE OF AFL
- F). MODIFICATIONS IN SYLLABUS BREAK-UPS – ICON FOR VALUES EDUCATION AND STAY SAFE & SMILE
- G). STRESS ON SPOKEN SKILL SPECIALLY ENGLISH, RIGHT FROM PRESCHOOL.
- H). CCA PERIOD TO BE HELD ON WEDNESDAY (ZERO PERIOD) INSTEAD OF TUTORIAL PERIODS
- I). DETAILS OF ACADEMIC SUPPORT PLAN ... TO BE CLEARLY SHARED WITH PARENTS
- J). DELEGATION OF PREPARATION OF PLACEMENT TESTS FOR ALL NEW ADMISSIONS
- K). PLAN SPORTS POLICY AND CCAs WITH REF. TO ACADEMIC CALENDAR
- L). PLAN INSET ACCORDING TO SCHOOL NEEDS AND 21ST CENTURY FRAMEWORK
- M). PLAN BASIC TEACHER TRAINING & SCHOOL SELF EVALUATION
- N). NEW PROCEDURE OF CLASS OBSERVATIONS FRAMEWORK (DOC. ATTACHED)
- O). THE INDUCTION AND ORIENTATION TRAINING FOR NEW TEACHERS
- P). DISCUSS PLANS FOR THE **FIRST SUBJECT COORDINATION MEETING** OF THE TERM.

PROCEDURE FOR FIRST SUBJECT COORDINATION MEETING

1. CHAIRED AND CONDUCTED BY THE SECTION HEAD. IT WILL BE FACILITATED BY THE COORDINATORS.
2. FOR THE 1ST TEACHING WEEK OF THE SESSION, FOLLOWING PROCEDURE WILL BE FOLLOWED:-
 - A). DURING ORIENTATION WEEK, AN EXPERIENCED TEACHER WILL BE GIVEN THE RESPONSIBILITY OF PREPARING THE LESSON PLANS FOR THE WHOLE WEEK ON THE TOPIC ASSIGNED TO HER.
 - B). SHE WILL FOLLOW THE SET OF INSTRUCTIONS GIVEN IN THE PLANNER.
 - C). THESE PLANS WILL THEN BE DISCUSSED WITH REST OF THE SUBJECT TEACHERS DURING COORDINATION MEETING. THE DEVELOPER OF THE LESSON PLAN WILL INCORPORATE THE MUTUALLY AGREED UPON CHANGES PROPOSED BY OTHER TEACHERS. THIS STEP WILL GIVE OWNERSHIP TO ALL TEACHERS OF EVERY PLAN PREPARED **ROTATIONALLY**.
 - D). THE FINALIZED PLAN WILL BE SUBMITTED TO THE SECTION HEAD BY THE COORDINATOR WHO WILL GET THE PHOTOCOPIES PREPARED FOR THE TEACHERS OF THE PARALLEL CLASSES. THIS LESSON PLAN WILL BE USED FOR THE FIRST TEACHING WEEK OF THE SESSION. AFTER THE FIRST LESSON, THE ROTATIONAL PLANNING WILL BE FOLLOWED.
3. THE SUBJECT COORDINATORS 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 AND THE PERIODS ALLOCATED TO EACH UNIT**. . THEY WILL CHALK OUT A BROAD TEACHING PLAN OF THEIR ASSIGNED SUBJECTS FOR THE WHOLE TERM. **THIS PLAN WILL BE DISPLAYED IN THE SECTION HEAD'S OFFICE.**
4. CIP TO BE DISCUSSED AND PREPARED.
5. CLASS WISE STUDENT LIST FOR HOUSE SYSTEM TO BE REORGANIZED.
6. LISTS OF STRUGGLING LEARNERS TO BE PREPARED FOR REMEDIAL PLANS.
- D). **ROTATIONAL LESSON PLANNING**
SCHOOLS WILL CONTINUE TO FOLLOW ROTATIONAL LESSON PLANNING IN 2017-2018 TOO. FOR CONVENIENCE THE METHOD IS REPEATED:
 - 1). LESSON PLANS WILL BE WRITTEN ON THE PRESCRIBED FORMAT.

- 2). LESSON PLANS WILL BE PREPARED ON ROTATIONAL BASIS BY THE TEACHERS WHO HAVE BEEN ASSIGNED DIFFERENT SECTIONS OF A CLASS (PARALLEL CLASSES).) I.E 4 A, 4B, & 4C.
- 3). EVERY WEEK ONLY ONE TEACHER WILL BE ASKED TO DEVELOP LESSON PLANS FOR HER SUBJECT FOR THAT WEEK AND PLAN THE REQUIRED AV AIDS/ SPOT TESTS. THIS PLAN WILL BE USED BY TEACHERS OF ALL THE SECTIONS OF THAT CLASS. HOWEVER, THE **EVALUATION OF LESSON** PORTION WILL BE FILLED BY EVERY TEACHER BASED ON TEACHING AND LEARNING EXPERIENCES IN HER/HIS OWN CLASS. (CONCEPT OF ROTATIONAL PLANNING HAS BEEN DISCUSSED IN DETAIL IN THE ANNEXURE BOOKLET)
- 4). IT IS ADVISED THAT TEACHERS ROUTINELY CARRY THEIR LESSON PLANS ON CLIPS BOARDS OR IN CLEAR FILES.

E. WEEKLY COORDINATION MEETING

1). **ATTENDEES:**

- A). SUBJECT COORDINATORS
- B). SUBJECT TEACHERS

2). **SCHEDULE.**

THE SECTION HEADS WILL BE RESPONSIBLE FOR SMOOTH AND REGULAR COORDINATION MEETINGS, WHICH WILL BE HELD AFTER REGULAR SCHOOL TIMINGS DURING THE TEACHERS' **STAY-BACK TIME** (REF SCHOOL TIMING DOC). THE DAY FOR COORDINATION MEETINGS WILL BE DECIDED SUBJECT WISE. THE ENTIRE TEACHING FACULTY MUST UNDERSTAND THE FOLLOWING PROCEDURE:

3). **PROCEDURE:**

- A). THE CONCEPT OF ROTATIONAL PLANNING WILL BE CARRIED ON.
- B). FOR LESSON PLANNING THE UNITS / CHAPTERS IN THE BLOCK SYLLABUS (FOR ONE TERM) WILL BE DISTRIBUTED AMONG THE TEACHERS OF DIFFERENT SECTIONS (PARALLEL) OF A CLASS
- C). EQUAL DISTRIBUTION OF TOPICS AMONGST THE AVAILABLE TEACHERS IS IMPORTANT TO ENSURE LOAD SHARING AND THAT EVERY TEACHER GETS THE PRACTICE OF LESSON PLANNING.
- D). MAKE SURE THAT THE WEEKLY SYLLABUS IS JUDICIOUSLY SPREAD OVER THE ALLOTTED PERIODS

- E). REVIEW THE PREVIOUS WEEK'S WORK & STUDY THE WORK TO BE DONE IN THE COMING WEEK
- F). UNDERSTAND THE SIGNIFICANCE OF NATIONAL CURRICULUM LEARNING OUTCOMES AND ARE ABLE TO ESTABLISH THEIR RELATIONSHIP WITH SKILLS IDENTIFIED FOR LESSONS.
- G). ALL TEACHERS MUST STUDY INDEX PAGES OF THE TEXT BOOKS OF THEIR SUBJECTS FROM CLASS ONE TO CLASS TEN TO GET AN INSIGHT INTO THE CONCEPT OF SPIRAL PROGRESSION IN THE CURRICULUM. THIS WILL HELP THEM TO UNDERSTAND THE WHOLESOMENESS OF THE CURRICULUM DOCUMENTS. THEY WILL ALSO BE ABLE TO COMPREHEND THE ACHIEVEMENT EXPECTATIONS OF EVERY CLASS LEVEL (CURRICULUM MAPPING DOC ATTACHED)

4). **LESSON PLANNING:**

- A). DISCUSS THE OBJECTIVES GIVEN IN THE SYLLABUS BREAK-UP FOR THE TOPIC.
 - B). IDENTIFY THE SKILLS WHICH ARE TO BE DEVELOPED IN THE STUDENTS.
 - C). CHOOSE THE METHODOLOGY FOR THE PARTICULAR LESSON PLAN (REF. TO ANNEX. B), AND DISCUSS HOW THE OBJECTIVES (S) AND IDENTIFIED SKILLS FOR THE LESSON CAN BE ACHIEVED USING THE PARTICULAR METHODOLOGY.
 - D). IDENTIFY THE ACTIVITIES TO BE DONE IN CLASS & THE RESOURCES REQUIRED. IN THE LESSON PRESENTATION, IT SHOULD BE CLEARLY WRITTEN AT WHAT POINT THE PLANNED ACTIVITY WILL BE DONE. PREPARE SUITABLE AV AIDS.
 - E). THE DECISION TO TAKE OR NOT TAKE A SPOT TEST WILL BE LEFT TO INDIVIDUAL TEACHERS DISCRETION ACCORDING TO HER/HIS CLASS NEEDS.
 - F). PLAN CW & HW (REF. SYLLABUS BREAKUP).
 - G). DECIDE IF A WORKSHEET IS TO BE USED FOR PRACTICE/ASSESSMENT/ REVISION/HW.
 - H). PREPARE THE CHECK POINT TEST, WHEN REQUIRED,(REF. SIGNIFICANT CONCEPTS IN THE BREAK-UP).
- DEVISE A STRATEGY TO ENSURE THAT ALL/MAJORITY OF STUDENTS GET OPPORTUNITY TO COMPLETE THE CLASS WORK.

Weekly Subject Coordination Meeting Record

Week: _____

Class: _____ No. of Sections: _____

Steps	Subject: _____ Topic: _____	Syllabus Break-up page no: _____																																																																											
1	Review of Previous Week's Work (& completion plan, if any): _____																																																																												
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Period wise Break-up</th> <th style="width: 20%;">Methodology*</th> <th style="width: 20%;">Activities /project</th> <th style="width: 20%;">Class Work/Homework</th> <th style="width: 20%;">Teaching Aid (s)</th> </tr> <tr> <th>Topic:</th> <th>Skill(s) to be focused on</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="5">Assessment (s) if any:</td> </tr> <tr> <td>*Possible Methodologies</td> <td colspan="4">• Brainstorming (Mind Maps) Discussion, (Peer, Pair, Group, Student Teacher) Lecture, Demonstration (Illustration, Model), Concept Maps (Graphic Organizer), Board Practice, Activity-based, Experiments, Role play, For others ref. to annex .B</td> </tr> </tbody> </table>		Period wise Break-up	Methodology*	Activities /project	Class Work/Homework	Teaching Aid (s)	Topic:	Skill(s) to be focused on				•	•	•	•	•						•	•	•	•	•						•	•	•	•	•						•	•	•	•	•						•	•	•	•	•											Assessment (s) if any:					*Possible Methodologies	• Brainstorming (Mind Maps) Discussion, (Peer, Pair, Group, Student Teacher) Lecture, Demonstration (Illustration, Model), Concept Maps (Graphic Organizer), Board Practice, Activity-based, Experiments, Role play, For others ref. to annex .B			
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3.	Strategies for Learners requiring extra assistance: _____																																																																												
4.	Teacher Responsible for Preparing lesson Plan: _____ Attendees of Coordination Meeting: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____																																																																												
5.	Date of submission of the Lesson Plan to the Sec Head: _____ Date of distribution of the finalized Lesson Plan to the Teachers: _____																																																																												

Sign: Subject Coordinator _____