

## Instructions for Coordination Meetings for SSC/ HSSC Classes

### Planning for Mega Coordination Meetings: Ref to Instructions for Mega Meeting

#### Role of Senior Section Head:

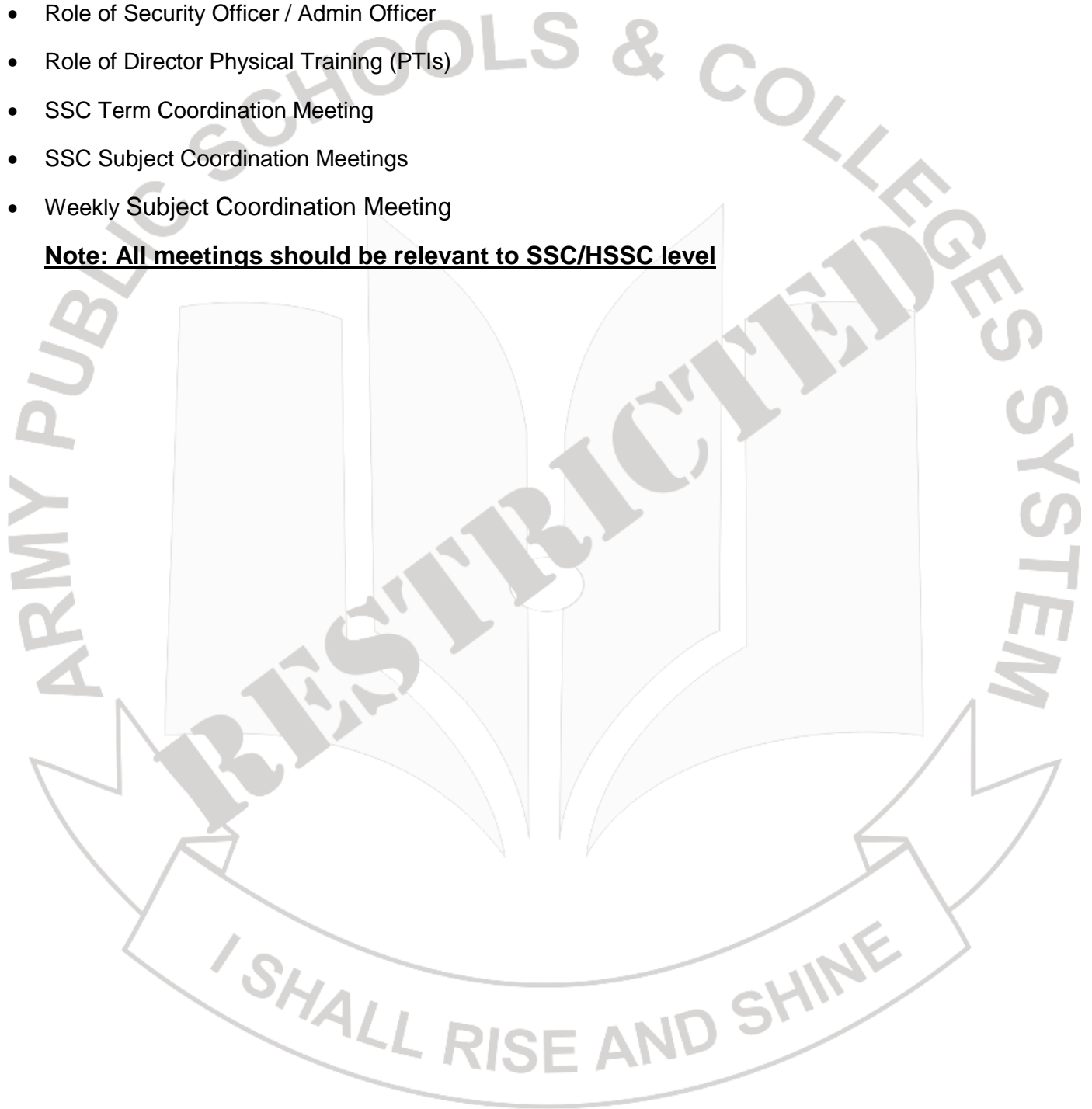
The Senior School Section Head should:

- (1) give Power Point **presentation** on the changes for the new Academic Year.
- (2) Chalk out Policy for FBISE classes and convey changes/revision made at board level pertaining to syllabi /exams.
- (3) present analysis of Board Results, and suggest possible interventions where needed.
- (4) share the academic issues related to SSC/HSSC classes.
- (5) discuss period allocation; share the plans to suitably engage the subject specialists
- (6) share the tentative timetable.
- (7) share the procedure of AFL for Senior classes
- (8) share the findings of SEF high/low lights of teaching/ learning standards. Discuss improvement strategies to maximise students' performance in external board examination.
- (9) identify Teacher Training needs for SSC level based on previous results and new inductions.
- (10) give an overview of plans/schedules for class observations, registers / practical notebooks, and monitoring assessments.
- (11) monitor the Practical/ Lab work assigned for Physics, Chemistry, Biology/Computer Science.
- (12) discuss remedial plans for the students with low academic attainment. Make effective plans for Low Readiness Learners.
- (13) Share strategies to engage parents/ stakeholders /community members.

**Refer to Main Document: Instructions for Coordination Meetings for:**

- Role of Subject Coordinators
- Role of CCA Coordinator
- Role of Security Officer / Admin Officer
- Role of Director Physical Training (PTIs)
- SSC Term Coordination Meeting
- SSC Subject Coordination Meetings
- Weekly Subject Coordination Meeting

**Note: All meetings should be relevant to SSC/HSSC level**



## Weekly Subject Coordination Meeting Record for SSC/HSSC

Week: \_\_\_\_\_

Class: \_\_\_\_\_ No. of Sections: \_\_\_\_\_

Steps				
	Subject: _____		Topic: _____	
1.	Review of Previous Week's Work (& completion plan, if any):			
2.	Period wise Break-up Topics/Sub-Topics	Methodology	Assignments/ Assessment Strategy	Resources
3.	Teacher Responsible for Preparing lesson Plan: _____ Attendees of Coordination Meeting: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

Sign & Date: Subject Coordinator \_\_\_\_\_

Sign & Date: Section Head \_\_\_\_\_