

K-6 Programming Policy

Rational

1. All classroom teachers are required to have a teaching program.
2. St Philomena's school has adopted a co-programming policy where grade teachers jointly program for their learners.
3. Reference should always be made to the syllabus documents / foundation statements and school KLA scope and sequences
4. The written program is one of the teacher's most valuable professional aids. It is both a record and a planning document.
5. Assessment records are a required supplement to the program.

As a record it:-

- Is the main criteria for ensuring the school is accountable to both local, Diocesan and Board of Studies authorities (compliance)
- Provides one of the basis for the Principal's and executive staff to enhance the teaching and learning environment for both teachers and students as we seek to provide a balanced curriculum
- Helps any teacher, taking over the class to maintain continuity with the work previously covered and provides future direction for learning
- Provides data, via assessment records, for reporting on students' progress

As a planning document it:-

- Provides a structure for translating curriculum guidelines and school policy into action.
- Encourages teachers to focus on the needs of the children and the relevance of the learning tasks
- Highlights the importance of on-going evaluations within the classroom.

The aim of this policy is to assist teachers in their vital area of programming. There is, of course, no one way of programming; many successful formats are used by teachers. *However, there are certain elements that seem to be common to all good programs and there is a process of program making that is likely to produce the best result.*

General Guidelines

All programs are to consist of:

Section One

- 2. Title page which references**
 - a. Teachers name
 - b. Class
 - c. Room number
 - d. Year
- 3. Educational Philosophy**
- 4. Table of contents**
 - a. Reflecting KLA for which the teacher is responsible
- 5. Class list**
 - a. May have information relating religious affiliation and parent contact details
- 6. Class aims**
 - a. Specific to the class / grade and reviewed each term
- 7. Class needs**
 - a. Specific to group and reflecting individual needs reviewed each term
- 8. Timetable**
 - a. Reviewed each term
- 9. Pastoral Care Statement**
 - a. Outlines the manner in which you manage student issues and reflect St Philomena's pastoral care policy
- 10. Homework Statement**
 - a. Specific to grade (referenced to St Philomena's Homework Policy) outlining process / expectations
- 11. Assessment Statement / Plan**
 - a. Reflecting school policy of outcomes based assessment
 - b. Outlining the practice of the grade
- 12. Other Teachers Statement**
 - a. Reflecting the other staff, aids who assist with the daily, weekly teaching of events of the class / grade
- 13. OH&S Statement**
 - a. This should reflect safe practice of the general classroom and of subjects which incur risk
- 14. Curriculum Adjustments (if necessary)**
 - a. Reflecting the needs of specific children in specific KLA's
 - b. Individual Educational Plan for any funded student

15. Other

- a. Other issues which may be included at the discretion of the teacher.

Section 2

CONTENT

The teacher program must include the KLA's for which he/she is responsible for teaching

Each KLA will include

1. **Strand/s**
 2. **Organisational statement** relating to each strand
 3. **Appropriate outcomes**
 4. **Assessment Plan tasks** linked to outcomes
 5. **Overview or equivalent pacing guide** for the unit / work outline
 6. **Teaching / learning activities** relevant to the learners
 7. **Resources** required
 8. **Registration** of work completion
 9. **Evaluative comments** which reflect the teaching / learning process
- * **NB** student worksheet sheets resource data etc should be kept separately to the program

FORMAT

- It is necessary for staff to use the specific models for
- English
- Other KLA's maybe adopt other models

Which have been adopted by the school

See appendix

Program Review Process

- Program reviews are undertaken
 - To ensure that local, diocesan and BOS requirements are being met
 - To affirm the continuous commitment offered by staff members towards the goals of education and for the children in their care
- Program reviews will take place each term and be undertaken by a designated executive member
- Feed back will be made to all staff members. Copies are kept in staff files
- Program review format may take a written or oral process. Staff will be advised at the commencement of the term of the nature / focus and due date of the review
- Compliance issues (in the event of) will be thoroughly worked through
- Program reviews may request assessment books and student work samples as part of the overall program
- Mentoring process for beginning teachers may vary the program review process

KLA	STRAND/TOPIC	YEAR	TERM: 1 2 3 4	WEEK: 1 2 3 4 5 6 7 8 9 10		
Outcomes & Indicators	Teaching Experiences (# indicates Assessment Task)				Resources	Evaluation
	□					

Literacy Program Year ___ Stage ___ Term ___ Week 1 2 3 4 5 6 7 8 9 10 **Assessment Activity Integrated KLA

Strand/Outcomes	Teaching Activities	Resources	Evaluation
Writing			
Grammar			
Spelling			
Handwriting			
Reading			
Talking and Listening			

Last review Oct 07 next review Oct 09