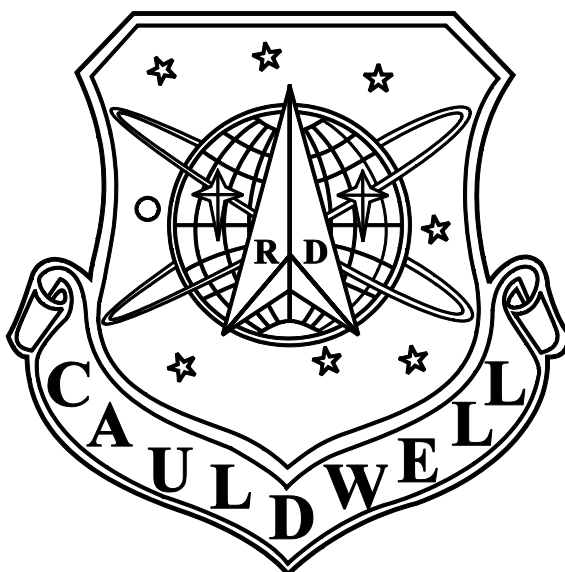


Cauldwell School



C003	Version 1	Curriculum Planning Policy	
Co-ordinator:	Judith Apps		
Link Governor:	Jane Knapp		
Approval:	Local Governing Body		
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Document History:

Version	Description	Date	By
1.0	Reviewed and amended by Deputy Head.	June 2017	NL
1.0	Taken to LGB for approval.	July 2017	SA
1.0	Governors approved policy	5/7/17	LGB
1.0	No changes to policy.	March 2018	SA

CAULDWELL SCHOOL

Curriculum Planning Policy

Philosophy

We believe that, to ensure a broad and balanced curriculum that motivates and encourages high standards, planning must be rigorous and reviewed regularly to ensure that it is fit for purpose.

Aims

- To provide a framework for teaching and learning
- To ensure full coverage of the Curriculum including the National Curriculum
- To provide continuity and progression
- To set lessons that raise expectation, motivate and promote high standards
- To monitor and evaluate class, group and individual progress

Outcomes

In planning for the National Curriculum all teachers should consult their policy document file to ensure appropriate coverage. Reference should also be made to policies on **teaching and learning, behaviour management, equal opportunities** and **inclusion** to ensure delivery of the entitled curriculum

1. Timetables: The Head and Deputy Head will publish a school timetable at the start of the academic year ensuring appropriate coverage and time allocation to the Curriculum including the National Curriculum. Teachers should evaluate their timetable at regular intervals, make the necessary adjustments as appropriate and inform senior leaders of any changes.

2. Planning documentation – there are three forms of planning - 1) long term planning to cover skills up to Year 6 2) medium term planning over one term, and 3) short term planning for one week.

- 1) Long term planning – each subject co-ordinator will complete long term plans for key areas for their subject. They will ensure all skills and NC objectives are included and that it will be reviewed yearly.
- 2) Medium term planning – each subject co-ordinator will expand on the long term plan for their subject providing detailed objectives, skills and resources needed for the term. Science and Foundation subjects are taught through a creative thematic curriculum, where possible. Teams will plan an overview of the whole topic and evaluate it at the end. Modifications and improvements will then be made to the long term plans. Parents are informed of our topics and texts that support learning. RE, PE, Music and PSHE will be taught weekly.

3) Short term planning – There are three short term planning sheets – English, Maths and other subjects. English and Maths sheets provide detailed planning for each class. Teams will complete the third sheet, using medium term plans, give outline details all other subjects to be covered that week. All planning is put on the VLE. The head teacher will read all planning and make comments when necessary weekly. At the end of each week teachers will evaluate their weekly plans and this evaluation will then be submitted to the head teacher. (Please see following notes on evaluation). Teachers should then review their medium term plan to ensure that the learning objectives for that half term can still be achieved and make adjustments as appropriate.

Early Years Foundation Stage

Curriculum planning for reception children is designed to meet the requirements of the revised Curriculum guidance for the Early Years Foundation Stage (EYFS), with clear objectives as specified in Development Matters / Early Learning Goals.

Creative Curriculum topics, which are active for one term, are followed and planned for in a series of weekly themes and provide an over-arching framework for the subject matter to be covered,

Weekly planning is based on a literacy framework which supports a balanced focus for all seven areas of learning, which are detailed below:

The prime areas:

- Personal, Emotional and Social Development (PSED)
- Communication and Language (CL)
- Physical development

The specific areas:

- Mathematics
- Literacy
- Understanding the World
- Expressive Art and Design

Weekly plans are detailed in two documents; split by morning and afternoon. The morning planning addresses Phonics, literacy, mathematics. Whilst afternoon planning facilitates child-initiated learning and expressive art and design, with one adult led activity. Planning is annotated and amended as the week progresses to accommodate the children's interests and ideas.

Monitoring/Evaluation of Planning (see also Monitoring and Evaluation Policy.)

The head teacher, deputy head and senior leaders will monitor planning and make any relevant comments or suggestions to teachers. Curriculum co-ordinators will monitor the Long Term plan at the beginning of each year to ensure appropriate coverage of the Programmes of Study for their subject. Team leaders will monitor medium term planning and discuss as appropriate at the first team meeting each half term. A copy of the evaluated planning should be given to the head teacher.

At the end of each week teachers will evaluate as follows:

- All learning objectives achieved ***by the majority of the class will be ticked*** – a comment may be included to aid future planning or identify those who did not achieve the objective
- Learning objectives that were ***not achieved by the majority of the class should be ringed*** and a comment included explaining why objective or activities were not covered, again commenting on any exceptions is helpful
- Comments may also be included to highlight particular children's achievements and will act as an aid for future planning.

Each year in the Spring Term the school will carry out a self-evaluation. Curriculum co-ordinators will evaluate their curriculum area and complete the Curriculum Subject Action Plan.

This policy will be reviewed annually.

APPENDICES

- A: *Creative Curriculum Topics*
- B: *Timetable proforma*
- C: *Long term planning proforma*
- D: *Medium term planning proforma*
- E: *Short term planning proforma*
- F: *Curriculum Subject Action Plan*
- G: *Termly Review of Planning*