

LNCT Agreement

Principles of Forward Planning

The aim of this statement is to establish principles for forward planning in all primary schools to take account of the requirement on LNCTs to take forward actions to reduce teacher workload by tackling unnecessary bureaucracy.

Principles

- Plans should be streamlined in line with advice in Tackling Bureaucracy reports.
- Forward plans need to be responsive and relevant to learners. Learner voice should be evident in the process.
- The Es and Os should be used to plan the learning and teaching. The benchmarks should be used to check progress and achievement of a level. Please note that Es and Os and benchmarks should only appear in either the Annual or the Termly plan.
- Opportunities should be provided for teachers to plan together at **stage** and **level** throughout the year and should **include** the 4 contexts of learning.
- Monitoring and evaluating the effectiveness and time spent on forward planning is critical to this process.
- SMT should have regular professional dialogue with staff regarding:-
 - Monitoring and tracking pupil progress, attainment and achievement
 - Strategies/interventions used to support individual pupils

Teachers' annual and termly plans should be made available as part of the professional dialogue discussion.

Planning

Annual Overview should be an outline of key opportunities for learning in each term across levels **(no more than two sides of A3)** to be completed by/during August In Service Day

Termly Planning should be no more than one side of A3

Weekly/Daily Planning

Weekly and daily plans should be regarded as working notes to help organise learning for the class teacher. Weekly and daily preparation is a matter for the individual teacher and there is no requirement for it to be submitted for approval.

Class Timetables

Whole class timetable should be displayed/available and should be updated as required to reflect class activities.

LOCAL AGREEMENT

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed Andy Gray

Alison Murphy



Management Side

Teachers' Side

22 March 2018

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