



Wetherby Kensington  
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# Planning Policy

**Policy reviewed by:** Helen Milnes and Charlotte Tarrant

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**Policy actioned from:** September 2021 – August 2022

**Next review date:** July 2022

**Reviewer's Signature:** *Helen Milnes* *Cmtarrant*

**Head Teacher's Signature:** *Helen Milnes*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



## Wetherby Kensington

### Planning Policy

Wetherby Kensington aspires to provide excellence in education. Excellence in teaching requires excellence in planning. The school endeavours to have structures in place to enable staff to provide the highest standard of education. All subjects have a whole school policy and long, medium and short term overviews.

#### **Planning and Preparation (Implementation)**

Planning is a collective responsibility taking into account staff expertise, subject knowledge and experience. Effective teaching and learning outcomes require adequate teacher planning and preparation.

The basics of effective planning and preparation are:

- Good routines
- Appropriate organisation of lessons and equipment
- Pre-thought out sequenced activities
- Co-operation and collaboration
- Communication amongst year groups to ensure challenge and continuity
- Differentiation

Planning and preparation must:

- Set learning intentions for pupils
- Set goals for the whole class based on previous assessment information
- Reflect school policies and the curriculum statement
- Incorporate cross curricular links where possible
- Suit the individual's teaching style and pupils learning styles
- Provide a balance of individual, paired and group activities
- Be flexible and ongoing
- Cater for the needs of all boys
- Cover yearly, termly and weekly time frames
- Be challenging and relevant
- Be progressive
- Allow the pupils to reflect on their learning

Written planning, assessment and evaluation are a requirement of Wetherby Kensington teaching staff and are expected at the following levels for each subject:

Planning Stage	Overview
Long term	Topics covered
Medium term	Lesson topics covered
Short term	Learning intention/WALT Success criteria (impact)/WILF Lesson outlines (implementation) Digital literacy links Skills covered in the lesson Possible SMSC evidence FBV's Differentiation Intervention information Evaluation

To enable staff to plan effectively:

- Year group planning meetings are timetabled after school on a regular designated day. All teachers in each year group must be present.
- It is recommended that planning should be no earlier in the week than Tuesday as the following week's lessons may be affected by the evaluation of the present week's lessons.
- Topics and other subjects which are taught by various staff cannot easily be planned in the same way. Once the school has appointed middle leaders there will be a meeting at the beginning of each term to discuss the term's work. The middle leader will then be available for any necessary consultation throughout the term. At the end of the term there will be a meeting to evaluate the term's work.

### **SMSC and Fundamental British Values**

Planning must promote the spiritual, moral, social and cultural, (SMSC) element of pupils' education in order to allow them to develop as individuals, allowing them to take their rightful place in their community as local, national and global citizens. SMSC is about the values students are encouraged to hold and their attitude towards learning, knowledge and society. Through 'SMSC' we seek to develop attitudes and values that will enable students to become responsible and active members of society. We are committed to the SMSC development of all students at Wetherby Kensington.

The DfE have reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The Government set out its definition of British values in the 2015 Prevent Strategy and these values are revised when necessary. At Wetherby Kensington these values are reinforced regularly across all areas of the curriculum and the day to day life of the school. Please refer to the document: Promoting Fundamental British Values at Wetherby Kensington.

**This policy will be reviewed annually**