

## **G2. Curriculum and Planning**

Thorough and detailed planning is essential for the effective delivery of the School Curriculum and the maintaining of continuity and high standards. At Eaton Square School we employ a three tiered planning system. All planning documents are seen as working documents at Eaton Square School, as they are written, evaluated and reviewed regularly as outlined below. Planning is kept on the server and on the wall in the Nursery settings.

### **The School Curriculum**

The Nursery School Curriculum has been prepared by the Head of Nursery Schools who is the Director of Nursery Curriculum. The Curriculum we use is the Early Years Foundation Stage, and it incorporates seven areas of learning. The staff are encouraged to use and cross reference their planning with the Early Years Foundation Stage documents. The documents outline strategies for teaching and learning, record keeping and reporting practices involved, catering for special or additional needs, cross curricular links and extra-curricular activities, vocabulary frequently used and the resources that are required for individual activities. Samples of best practice are also included in order to encourage high standards to be maintained.

This form of long term planning is updated regularly. The whole Nursery School EYFS Curriculum is accessible to all Nursery staff on the school network. This method of planning and record keeping allows the Head of Nursery Schools to update the documents regularly and enables the staff to review the entire documents as a whole and print the sections that are relevant to them. Paper copies are also available in a folder format in each Nursery setting.

Schemes of work have been prepared by Subject Coordinators in conjunction with Year Heads and teaching staff. These schemes of work follow the National Curriculum and the requirements Common Entrance Examinations at 11+ and 13+. There are separate Curriculum Documents for each year group and the schemes of work outline the skills and objectives that must be taught in each term. The termly planning grid outlines strategies for: teaching and learning, homework, marking, assessment, special needs, cross curricular links and extra-curricular activities and resources.

Long term planning is updated biennially. The whole School Curriculum is accessible to all staff on the school network. This method of record keeping allows Subject Coordinators to update the documents regularly and enables the staff to review the entire documents as a whole and print the sections that are relevant to them. A whole School Curriculum Map has been established to identify the links between schemes of work in each curriculum area and to encourage a more cross-curricular approach.

## Termly Planning

### **EYFS/Nursery**

Before the start of each term each Nursery Team meets to plan the work for the following term, under the leadership of the Head of Nursery. At Eaton Square School the emphasis is on working as a team and it is essential that teachers plan together. The EYFS/Nursery Curriculum will be adhered to and a termly plan is written using the Nursery School Termly planning format. This format outlines the focuses for each week, the topic, and the planned activities for each area of learning. Activities are adapted to cater for the differing abilities of the children. Key Teachers in each Nursery School work together, to ensure that the EYFS curriculum is being delivered consistently across all settings. Daily planning also occurs and these plans are displayed on the wall in each setting. Planning is evaluated each day by the team and future planning created from the evaluations. Copies of termly plans are also given to the Head of Nursery Schools on the first day of term.

### **Pre Prep/Prep**

The Pre Prep and Prep meets to plan the work for the following term, under the leadership of the Head of Year and in conjunction with Subject Coordinators. At Eaton Square School the emphasis is on working as a team and it is essential that teachers plan together as a year group. The Curriculum will be adhered to and a medium term plan is written using the School Termly planning formats that is available on the shared network (*See Appendix G2A and G2B*). Both formats outline the work that is to be taught each week and it covers objectives, skills, content, resources and methods of assessment. Therefore, if a subject is taught for one lesson a week the exact plan of the lesson is in the termly planning. Work is adapted to cater for the abilities of different classes. Teachers in each Year Group work together to ensure that classes are following the same or a similar unit of work. Weekly and daily planning occurs in Mathematics and English to ensure that differentiation occurs.

### **Weekly Planning**

Before the week commences staff teaching Mathematics and English write a weekly plan outlining the lesson content and strategies that they will employ on a daily basis. In the Prep School, these plans are saved to the shared files for monitoring and feedback by the subject co-ordinators and Assistant Head (Academic). Weekly planning forums for each year group occur periodically to share best practice in planning.

<b>Authorised by</b>	The Headmaster
<b>Date</b>	September 2018
<b>Next Review Date</b>	September 2019

