

## Suggestions about Short Term Planning formats

- o This suggested format was intended to put assessment at the forefront of the short term planning cycle, to make it Assessment for Learning, and to make it clear for all to see.
- o The intention was to offer a format which could be used for subjects other than English and mathematics, although the same principles still apply in those subjects.
- o Each row across the sheet would contain the plan for a lesson. Successive rows might be used for the lessons (other than English and maths) in a single day. Alternatively, separate sheets might be used for each subject, so that the sequence from (e.g.) one geography lesson to the next would be obvious, and the Assessment Notes would be more meaningful.

Date,Time Session	Assessment Notes [Individuals / groups]	Learning Objectives	Activities with Differentiation

Initially, in the first lesson of a series on a particular theme, this might contain a brief summary of prior learning, and reference to what individuals or groups of children have shown they can do (or can't do!).

After each lesson, consider whether brief notes about the performance of groups or individuals should be made. These will indicate whether they need further challenge, or need to revisit key ideas key ideas or skills which have not been fully grasped.

This section will only show information about the children who exceed expectations or fall short of expectations.

These would be drawn from the QCA units or the school's own Medium Term Plans, and would probably be annotations rather than written out in full. They would be planned as a statement of intent, but open to modification in response to the recorded assessments.

There is an assumption that these learning intentions (and success criteria) will be shared with the children and reviewed by / with the children.

Planned for the whole class, or for groups, or for individuals on occasions, the activities will take into account prior learning, and performance in previous lessons. They will inevitably be trying to satisfy the sometimes conflicting requirements of unit expectations and the needs of the children.