

Short-Term Planning Template

Week beginning:				UNIT:		CLASS:	
Timing	Framework Ref:	Learning Objectives	Success Criteria	Activities (see notes below re: differentiation details, etc.) W: whole class; G: group; I: individual		Resources	Evidence of Achievement
				Description	W/G/I		
Organisation: details of differentiation / groups / adult role (linked to activities)				Notes / extension opportunities / homework			
				Q&A: question/ answer D: discussion O: observation M: marked work			

Notes:

- *The plan can be formatted to view a week at a time and not every lesson – **this is important to support manageability***
- *Most of the plan is self-explanatory. It seeks to include most of the desirable elements. It is possible to expand the format to A3 but this risks the planning process taking too long for the time frame – also sometimes the detail required will be brief*
- *Class organisation is crucial to the plan working properly including differentiation and the role of additional adults. Plans can be shared to make expectations clear*

SUCCESS CRITERIA:

- *These are an essential part of planning and should be clear and manageable*
- *These may be part of active assessment activities where students determine the criteria. In planning, teachers need to write a broad outline of anticipated suggestions*