**Step 1: Planning Meetings (2.5 hour)**

**What is it we want our students to know?**

**Meeting Agenda will include:**

* The team identifies the essential ACARA objectives for the unit/s
* The team determines the summative assessment, using essential knowledge and/or skills
* Determine what an A and C exemplar would look like based on the criteria
* Create 3-4 Learning Goals based around the identified essential knowledge that lead toward assessment
* The team to have robust conversation about identifying the essential curriculum including:
	+ literacy and numeracy priorities, resources and support
	+ spelling
	+ vocab words
	+ what NAPLAN resources you might be able to use (if relevant)
	+ what CCEs covered (if relevant)
	+ opportunities to embed indigenous perspectives in a genuine way
	+ sequence of learning
* Team to ensure that each LG has agreed upon Proficiency Scales which are scaffolded
* Determine the best pedagogical strategies to ensure student understanding for each learning goal
* Determine how to use proficiency scales and other resources to check understanding
* Use data from previous units to provide feedback on changes needed
* Determine how to assess student understanding and progress

Once determined:

* Clearly communicate essential knowledge / learning goals / summative assessment / proficiency scales to all teachers of the subject
* Clearly communicate essential knowledge / learning goals / summative assessment / proficiency scales to all students – see it, hear it and do something with it eg. Unpack the vocab, connect to previous learning, write or speak in own words.
* Each lesson to have – Learning Goal (for multiple lessons) and what it means to be proficient for the lesson eg *‘By the end of the lesson students will/can……’*

**Planning Suggestions:**

1. Create the term plan. Identify Summative Assessment / Essential Knowledge / Learning Goals / Proficiency Scales.
2. Determine how teachers will address the 3 basic HRS levels across the term.

Storage:

Network: Coredata / Common / PLT / 2017 PLTs / Faculty:

Common Formative Assessment

Intervention Strategies

Learning Goals and Proficiency Scales

Data

Attendance

Minutes

Resources

Plans