

# Teaching and Learning Policy - January 2017

## Introduction

At Rosemary Works School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## Aims

To ensure that all our pupils are provided with rich and varied learning experiences which lead to them developing their skills and abilities to their full potential.

To use Enrichment Time one afternoon per week to merge Year 1 upwards into three groups and teach a whole school topic that changes once per term using core and foundation curriculum areas, visits to places of relevance and visitors to fully enrich the children's experiences.

This policy guides what teachers and support staff do, how time is managed, the organisation of the classroom and what our school does to create an effective learning environment.

## Planning the curriculum

A long term plan has been drawn up by staff to cover each teaching base. This plan works to provide a full coverage of subjects and has been planned to facilitate a creative curriculum.

Medium term plans are produced by the staff teaching in each Year group. They show which topics will be taught, when and how.

Weekly plans are produced by class teachers to enable them to deliver what is in the medium term plan. Short term plans will include differentiation, showing how the less able children will be developed and how the more able will be challenged. Short term planning will include consideration of how other adults in the room are to be utilised.

Different resources, learning objectives, levels of support or expected outcomes are means of providing differentiation, as are enabling questions, individual target setting and giving prior knowledge or help about topics to be covered.

## Quality of Learning

We acknowledge that people learn in many different ways and we recognise the need to develop strategies that allow all children to learn in ways that best suit them. The psychologist Howard Gardner identifies seven main areas of intelligence: linguistic, logical/mathematical, visual/spatial, kinaesthetic, musical, interpersonal/group working, and intrapersonal/reflective. We take into account these different forms of intelligence when planning teaching and learning styles.

We offer opportunities for children to learn in different ways. These include:

## Teaching and Learning Policy - January 2017

- Investigation and problem solving
- Research and finding out
- Group work
- Pair work
- Independent work
- Whole class work
- Asking and answering questions
- Use of the computer
- Fieldwork and visits to places of educational interest
- Creative activities
- Watching video clips and responding to musical or recorded material
- Debates, role plays and oral presentations
- Designing and making things
- Participation in athletic or physical activity
- Digital media

### **Assessment for Learning**

Assessment exists to help the teacher to help the child. It ensures more effective teaching by providing the evidence for closer matching of tasks to the child's needs. It assists the children by providing them with an indication of what stage they have reached in the learning process. It helps to identify future planning and teaching strategies. It also helps us to recognise and move on from success. (See assessment policy)

#### *Assessment for Learning:*

- Focuses on how children learn
- Is central to classroom practice
- Is a key professional skill
- Promotes self esteem
- Affects learner motivation
- Helps learners know how to improve
- Encourages self assessment Quality of Teaching
- Teachers should:
- Seek to inspire pupils
- Challenge pupils and have high expectations
- Plan to use a variety of teaching methods which take into account different learning styles
- Plan the use of resources including additional adults
- Give clear and specific instructions and explanations
- Follow the school policy with regard to discipline and classroom management
- Praise pupils for effort, achievement, good behaviour, and by so doing help build a positive attitude towards school and learning
- Assess pupils for both summative purposes ( to measure how well they have achieved) and on a formative basis to inform future planning

Structure of lessons:

## Teaching and Learning Policy - January 2017

- Lessons will start promptly
- Resources should have been planned and prepared before the lesson
- The lesson will normally be linked to previous learning or teaching
- The teacher will use enabling questions to motivate, stimulate, assess and keep pupils on track
- The lesson should have a good pace and structure to it, activities will vary to respond to children's different ways of learning
- Usually each lesson will have a plenary which will reinforce the learning objective
- Pupil's work will be assessed regularly to inform short term planning and pupil progress

### Classroom environment

Our classrooms are attractive learning environments. We change displays at least once a term, to ensure that the classroom reflects the topics studied by the children. We ensure that the children have the opportunity to display their best work at some time during the year. All classrooms have a range of dictionaries and fiction and non-fiction books, as well as working walls relating to Literacy and Maths. We believe that a stimulating environment sets the climate for learning, and an exciting classroom promotes the independent use of resources and high quality work from the children.

All our teachers reflect on their strengths and weaknesses and plan their professional needs accordingly. We do all we can to support our teachers in developing their skills so that they can continually improve their practice.

We ensure that all tasks and activities that the children do are safe. When we plan to take the children out of school we obtain permission from parents and complete a risk assessment.

We conduct all our teaching in an atmosphere of trust and respect for all.

### The evaluation of practice

Teachers are responsible for the monitoring and evaluation of their subject. This involves various activities such as discussions with teachers or pupils, shared teaching, monitoring books and/or planning, and informal observations. They will also check that long and medium term plans are providing the coherence, progression, continuity and depth necessary.

More formal observations are carried out by the Head teacher on a regular basis.

Annual reviews for teachers take place when targets will be reviewed and new ones set.

Targets are set each year for all teachers out of their NQT year.

Parents' consultations are held three times a year, a mid-year summary is shared with parents in March/April and annual reports are written each summer to inform parents of their child's progress. The school has an open door policy, encouraging parents to call in for informal discussions at any convenient time.

### The role of parents

## Teaching and Learning Policy - January 2017

We believe that parents have a fundamental role to play in helping children to learn. We do all we can to inform parents about what and how their children are learning by:

- Holding parents evenings to explain our school strategies for teaching
- Sending information to parents at the start of each term in which we outline the topic that the children will be studying during that term at school
- Sending regular reports to parents in which we explain the progress of each child and indicate how the child can improve further
- Explaining to parents how they can support children with their homework
- We suggest, for example, regular shared reading with very young children, and support for older children with their topics and investigative work.
- We believe that parents have a responsibility to support their children and the school in implementing school policies. We would like parents to:
  - Ensure that their child has the best attendance record possible
  - Ensure that their child is equipped for school with the correct uniform and P.E. kit
  - Do their best to keep their child healthy and fit to attend school
  - Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school
  - Promote a positive attitude towards school and learning in general

### The role of the Head Teacher

- To ensure that all staff are adhering to this policy to maximise the learning potential of all pupils.
- To formally observe teachers at least three times per year and offer detailed feedback with photographic evidence of what has been observed. Teachers will receive a document highlighting their strengths during the lesson observed and areas for development. In addition books will be scrutinised.
- To scrutinise the pupils' books from Year 1 to Year 6 six times per year - three times during lesson observations, and three times at the end of a half term. A meeting with each individual teacher will be held to discuss findings.
- To model teaching in class where appropriate and to lead specialist learning.

### The role of the Board of Directors

Our Board of Directors determine, support, monitor and review the school policies on teaching and learning. In particular they:

- Support the use of appropriate teaching strategies by allocating resources effectively
- Ensure that the school buildings and premises are best used to support successful teaching and learning
- Monitor teaching strategies in the light of health and safety regulations
- Monitor how effective teaching and learning strategies are in terms of raising pupil attainment
- Ensure staff development and performance management policies promote good quality teaching

## Teaching and Learning Policy - January 2017

- Monitor the effectiveness of the school's teaching and learning policy through the school self review processes. These include reports from the annual head teacher's report to the Board as well as a review of the in-service training sessions attended by our staff.

### **Monitoring and review**

We are aware of the need to review the school teaching and learning policy regularly so that we can take account of new initiatives, changes in curriculum, developments in technology or changes in the physical environment of the school.

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