**Lord Howe Island Central School**

**Program Policy**

“Programming is the process of selecting and sequencing learning experiences for the class, for groups and for individual students to achieve outcomes…” *English K-6 Syllabus*

All teaching staff must develop and maintain a teaching program. All program documents are owned by the school. *Department of Education and Communities Program Policy*

**PROGRAMS MUST INCLUDE**:

• Class or student group list

• Timetable

• Class or student group profile – eg special needs, medical conditions, groupings.

• Behaviour Management plan – positive reinforcement, rules and consequences

• Individual Education Plans (where appropriate)

• Programs should be divided into Key Learning Area Sections:

English

Mathematics

HSIE

Science and Technology

Creative & Practical Arts

PD/H/PE

• Within each KLA there must be:

-syllabus outcomes that are being addressed within a timeframe

-an overview/outline of teaching/learning activities

-registration and evaluation

-assessment information – eg:

• tracking records i.e. Running Record level, Reading/Spelling Ages;

• grades/marks awarded for testing on completion of a unit;

• results of weekly testing of spelling/mentals/maths, etc;

• anecdotal records, e.g. of reading and writing conferences;

• checklists of skills/concepts etc gained and tasks completed.

• Support staff must provide a copy of their teaching and learning programs for class teachers to include within the class program

• It is expected that programs will be available for viewing Term 1 Week 5, Term 2-4 – Week 3.