



## RATIONALE

At Kalinda primary school, integrated units are planned by a team of teachers at each level. Planning as a team ensures consistency of understanding and approach and helps diversify the activities and ideas brought to the unit. Working as a team enables teachers to share, reflect on, critique and question their own and each others' work. Team meetings should entail as much reflection as they do planning.

## GUIDELINES

- Our school requires that all staff members adopt a team approach.
- Level Teams will meet weekly to plan the weekly program including discussion of teaching strategies, rich learning opportunities, student progress and common assessment tasks.
- Regular meetings ensure the workload is shared, concerns aired and administrative issues addressed.
- Unit planning will follow the Kath Murdoch model developed with the staff.
- Planning Days for Level Teams, where possible, will support quality teaching and learning.
- Level Coordinators attend Management meetings .
- All staff members will be involved in team building exercises and programs.
- Teams will be encouraged to celebrate their successes and to share these with the whole staff.
- Teams will undertake evaluation of all performances, including unsuccessful projects, in an effort to improve overall performance.

## EVALUATION

- This policy will be reviewed annually by team leaders in consultation with the principal class team as part of the school's regular review cycle.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in August 2004