

BISHOP'S HATFIELD GIRLS' SCHOOL

TEACHING & LEARNING POLICY

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| Date of last review: | Summer Term 2016 |
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| Date of next review: | Summer Term 2019 |
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| School Based Policy |
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1. RATIONALE

At Bishop's Hatfield Girls' School we want every student to achieve their potential – and enjoy the journey. Teaching and learning is central to this vision. It is our core function and purpose and is grounded in the values and objectives of the school.

AIMS

The aims of this policy are to:

- establish an agreed range of learning and teaching practice
- secure high quality learning and teaching throughout the school
- improve the quality of learning experiences offered to pupils
- raise standards of attainment and gain consistency across the school
- reaffirm the school's belief in the principles of equal opportunities to meet the needs of all pupils
- provide guidance on aspects of key activities that promote learning
- encourage the sharing of the most effective and leading edge practice in teaching and learning.

2. PROCEDURES

a) Learning

Learning is the assimilation of knowledge, understanding and skills that enables pupils to move closer towards fulfilment of the school aims as applied to the individual. Learning is associated with the motivation that pupils display when they engage in new challenges and with the progress made in developing new skills, knowledge and understanding. High quality learning cannot always be observed directly but its presence is indicated by pupils taking responsibility for independent thinking and their active, sustained involvement in lessons.

There are a number of features of learning that should be considered in lesson planning. For example, it is advisable that pupils:

- acquire new knowledge or skills, develop ideas, increase their understanding and find work challenging
- apply intellectual, physical and creative effort in their work
- understand the tasks set and the reasons for doing them
- identify how well they have done and how they can improve
- receive regular and frequent feedback with clear strategies for improvement
- respond to feedback and take responsibility for the next steps in their learning
- make progress towards reaching learning objectives
- are productive and work at an appropriate pace
- have opportunities to comment upon the work that they are doing and the programmes of study that they are engaged in
- show interest and care in their work, are able to sustain concentration and think and learn for themselves
- are in a culture of expectation and praise
- are able to work collaboratively.

By teaching and developing these skills, we provide our pupils with the tools to take advantage of the educational opportunities available to them. Learning is likely to take place through a range of learning modes and thus a range of activities will be needed through a sequence or section of lessons.

b) Teaching

Effective teaching is a conscious and reflective process. In well taught lessons, teachers know precisely what is taking place and the standards being achieved by the pupils. Effective teaching invariably leads to pupil learning. Teaching cannot be considered effective if pupils' learning is limited. It is possible to identify some of the many features that will often be present when effective teaching is taking place:

- individual pupils acquire skills, knowledge and understanding progressively at an appropriate pace
- lessons have clear objectives where the Learning Objective is shared, either implicitly or explicitly, with the pupils
- teachers demonstrate, through clear exposition and explanation, a secure command of their subject
- teachers are up to date and aware of current and cutting edge scholarship and educational practice in relation to their subject area
- teachers challenge and inspire pupils to deepen their knowledge and understanding
- high expectations of pupils' progress are held
- lessons are well-structured with pupils engaging in a variety of tasks and activities which provide significant, but attainable challenges
- the pace of the lesson is brisk, but time is allowed for consolidation and reflection
- frequent praise and regular feedback are offered to individual pupils, through marking of work, discussion and target setting and through verbal encouragement during the course of the lesson
- questioning is used to consolidate and extend pupil learning and to correct misconceptions
- relationships in the classroom are positive and promote pupil motivation and good behaviour
- provision is made for the full range of pupil ability through differentiated activities and tasks
- time, support staff and resources are used effectively
- SOW/POS are reviewed on a regular basis and amended accordingly.

c) Curriculum Organisation

The curriculum at Bishop's Hatfield Girls' School develops knowledge, concepts, skills, attitudes and values. It displays balance, breadth, relevance, differentiation and progression.

The curriculum is under constant development and review. It is the outcome of collaborative engagement with issues such as evolving Academy status requirements, local and national needs, particular interests and aptitudes of pupils and preferences of the parent body and the governing body. It is continually monitored and periodically reviewed and evaluated.

d) Schemes of Work/Programmes of Study

The school is organised into faculty areas for curriculum delivery. All courses delivered by faculties should be described in the appropriate Scheme of Work, which is an essential document of classroom practice. It links the work to be covered in lessons to the relevant Programme of Study.

A scheme of work gives an overview of a course and gives sufficient detail to allow individual lessons to be planned successfully. Additionally guidance on assessment, resources and timescales should be provided.

A scheme of work should contain:

- learning objectives to describe the knowledge, skills and understanding that pupils should have after delivery of curriculum content
- timescales for delivery of curriculum content
- guidance on appropriate methodology, classroom organisation, teaching strategies and activities for pupils
- a guide to all available resources
- differentiation strategies
- homework
- where relevant, any contribution to literacy, numeracy, independent learning, ICT and citizenship skills
- assessment information.

Schemes of work should be under continuous development to meet the changing needs of pupil cohorts and external influences.

e) Differentiation

Differentiation is the process whereby teachers ensure planned progress through the curriculum for all pupils by selecting content and using appropriate teaching methods to maximise an individual pupil's learning. It is advised that the learning needs of each individual student must be carefully evaluated to allow the realisation of that pupil's full potential. Teachers should make reference to baseline assessment information and have this information readily to hand when planning lessons.

Teachers are advised to:

- choose a variety of activities and resources to match the learning needs of the class
- set distinct or modified tasks for different pupils as appropriate
- make full use of prior assessment and target setting data when planning work for individuals or groups
- ensure that all pupils are able to achieve suitable targets
- refer to information from the Learning Support Faculty, Form Tutors, Heads of Year and Heads of School regarding pupil/group learning needs
- take account of the need for differentiation
- have extension tasks readily available

- include guidance on differentiation and reference appropriate resources in Schemes of Work
- use support staff to support students in extending and managing the curriculum.

f) Homework

Homework is set to help pupils:

- develop the skills, confidence and motivation to undertake independent study effectively
- consolidate the learning that has taken place in school
- further extend class based learning
- involve parents in managing learning
- complete work that cannot be undertaken in lesson time
- take responsibility for their own learning
- use resources not normally available in school.

Homework should be set in accordance with the homework timetable that is published for each year group and with the Homework Policy.

Parents/Carers are asked to:

- monitor homework and then sign the homework planners on a regular basis
- provide appropriate space and conditions for homework to be completed
- encourage formation of effective homework habits
- encourage attendance at Homework Club, if appropriate
- make it clear to their children that they value homework.

MONITORING AND EVALUATION

The formulation, implementation and monitoring of this policy will be led by the relevant member of SLT.

Heads of Faculty are responsible for monitoring and evaluation of all aspects of teaching and learning in their curriculum area. In particular to:

- formulate and implement schemes of work and assessment procedures
- monitor and support individual teachers in the delivery of the schemes of work
- monitor the progress of teaching groups and individual pupils
- carry out work scrutinies and book sampling on a regular basis
- monitor the quality of teaching within the department
- promote the sharing of good practice, both within and beyond the faculty
- ensure that the learning needs of the individual pupil are met whilst studying the subject
- support and encourage differentiation in individual lessons and schemes of work
- monitor homework in line with school policy
- continue to promote the various additional competencies within the department e.g. ICT, literacy etc.