



Rockingham Montessori School  
Incorporated  
ABN: 68 115 270 695

**POLICY TITLE:** Planning Policy

**BOARD APPROVAL DATE:** August 2015

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE:** August 2018

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## **PURPOSE**

The purpose of this policy is to ensure that systematic planning takes place for the delivery of teaching and learning delivered at Rockingham Montessori School.

## **SCOPE OF THE PLANNING POLICY**

- A. The Curriculum Coordinator
- B. Teachers

### **A. THE CURRICULUM COORDINATOR**

The Curriculum Coordinator is responsible for the organisation of planning expectations and the organisation of professional development of the teachers so that they are aware of where to find the curriculum; to be supportive in the collaborative development of yearly, termly and weekly planning both in cycle teams and individually.

The Curriculum Coordinator is also responsible for ensuring that teachers, specialists and assistants have the requisite materials and resources to perform their jobs to ensure the delivery of excellent Montessori education.

The Curriculum Coordinator works in conjunction with teachers and the Principal to ensure that the teaching of individual children best suits their learning styles and that differentiation is practised by all teachers to deliver the most appropriate range of learning opportunities for students.

### **B. TEACHERS**

Teachers need to develop Individual Learning Plans for each child in accordance with Montessori guidelines and differentiate each child's needs to deliver the most appropriate range of learning opportunities for students.

The teachers are responsible for attending professional development sessions for the purpose of instructing them in where to find the curriculum; in attending weekly Staff Meetings and quarterly collaborative team meetings to develop yearly, termly and weekly planning documents both in cycle teams and individually to demonstrate their use of the Montessori National

Curriculum and other programs, as determined by the School which demonstrate best practice, to deliver excellent Montessori education.

Classroom teachers and specialists are required to liaise to facilitate integrating the curriculum where appropriate. Beginning with the skills and knowledge the students have, units of work are planned to extend each child at an appropriate pace. Students' abilities, backgrounds, interests and aspirations are taken into account.

Teaching of students covers a wide range of groups: students participate on an individual level, with partners, and as part of small group, class, campus or whole school activity, as appropriate. Cooperative learning skills are incorporated in the curriculum to facilitate this.

Resources appropriate to the tasks are used; Montessori concrete materials, books, real-world materials, excursions, incursions, the internet, DVDs, CD Roms, television programs, kits, posters, visiting specialists and so on are all components of the curriculum.

Effective student learning is facilitated by teachers with a clear purpose, the selection of appropriate resources and activities, combined with ongoing assessment, record keeping and reporting.

#### **REFERENCES AND ACKNOWLEDGEMENTS:**

1. The Montessori Australia Foundation
2. Melbourne Montessori School, *Planning Policy*