

<b>SCHEME OF WORK POLICY</b>
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Date	Review Date	Contact
01.09.18	01.09.19	Lead Educator

Newbury Hall requires all exam subject teachers to provide a scheme of work, or to work from that provided by the school. This could be further broken-down into shorter-term planning of units or topics, but the scheme of work is the long-term planning document. There is no requirement for a school-wide standard format to be followed as long as it is clear what and how students will be learning and when, and what the assessment points are for monitoring and reporting progress to the Lead Educator.

For a specification being taught at Newbury Hall for the first time, or for teachers teaching specifications for the first time, an exam board scheme of work may be used as a point of departure. However, teachers are then expected to produce task sheets (a student-friendly scheme of work to aid autonomous learning) throughout the year using in-house documents clarifying statutory and good practice guidance. Task sheets will be monitored at biannual teacher appraisals occurring approximately in mid-October and mid-April each year. Four or five school-wide mock exam weeks constitute the main assessment points for monitoring students' progress through schemes of work; these will occur approximately every half term and results, feedback and intervention will contribute to students' half-termly reports as sent to parents.

Task sheets will also be used to allow students entering the English education system for the first time an overview of their learning path, and as a structuring document for revision.

A cover teacher should be able to pick up a current scheme of work or task sheet halfway through the academic year and continue teaching with little impact on the learning.

Previous schemes of work are available to all teachers on the Google Drive for reference.

**Signed:**

**Date:** 01/09/18

**Mr Jon Crocker**  
**Principal**