



DP Collaborative Planning

- Beginning of semester PD is for horizontal and vertical planning
- End of semester we have horizontal and vertical planning meetings which focus on analysis and reflections on students' performance.
- Collaborative planning time is in the daily schedule for teachers teaching the same subject to different groups of students.
- The department meetings are also marked in the teacher's time table. Collaborative planning time at the dept. level has ensured that curriculum is been reviewed periodically and that they are vertically articulated.
- SLT Meets once a week
- PYP/ IG/DP Pedagogical Leadership team meets once a week and is marked on their TT
- DP Meetings take place twice a month
- Fridays after school time is used for In school professional development
- Google docs and its applications is also used as online Platform for collaboration.
- Collaborative Planning time marked on the TT of TOK teachers
- CAS Meetings once a month with all the stake holders and more meetings arranged when some CAS project or trip is close at hand.

Name of meeting	Who attends	Frequency of meeting	Objectives
The School Leadership (SLT)	Head Of School, IBDP, MYPC, PYPC, PPC & AO	Once a week	Discussion on policy matters. Developing policies Reporting and review implementation of policies Discipline matters Budget issues Curriculum Review and Development Process
DP Pedagogical Leadership Team	DPC, CASC, TOKC Invitees - Head Librarian, College Counselor and Inclusion Team	Once a week	Matters relating to Programme updates and its implementation
HOD Meetings	Head Of School, IBDP, MYPC & Heads Of Departments	Once a month	Matters relating to subject specific issues : resources, staffing, student performance , assessments, curriculum review and other departmental matters
IBDP Meeting	DP Coordinator and all DP Subject teachers	Twice a month	Horizontal curriculum planning Discipline matters Analysis of school results, IA as well as core Discussion of new developments in DP Updates on CAS activities as well as more ideas from teachers Discussion on IA deadlines Circulation of relevant DP information i.e. Coordinator's notes, Academic newsletters,
Department Meetings	Subject Head and subject teachers	Once a week	Vertical and horizontal mapping of subjects Involving in the curriculum review and development process and result analysis. Sharing teaching and learning experiences and practices across grade Planning and reflecting on teaching strategies Preparing scope and sequence Developing strategies for differentiation within the subject area Moderation of assessments and examinations
TOK meeting	DP Coordinator and TOK teachers	Weekly	Horizontal planning and sharing of best practices
CAS meeting	CAS Coordinator with DP Coordinator and CAS advisers	Once a month	Updates on students' CAS progress Arrangements for proposed CAS activities
CP Meeting	During the TT for teachers teaching the same subject in the class	Once a week	To ensure planning of teaching and learning and assessments
CRD Meeting	As per the special TT	Twice a Month	Subject specific changes in light of the new developments in the IB