



### Collaborative Planning Practices in PYP

- Beginning of the semester PD is scheduled for vertical and horizontal planning.
- End of semester is scheduled for vertical and horizontal planning meeting, with focus on analysis and reflection on student performance.
- Collaborative planning time is time tabled in the daily schedule of the teachers.
- Collaboration with the PYPC is scheduled in the time table of all PYP teachers for once in a cycle.
- Senior leadership team meets twice in a cycle.
- PYP pedagogical leadership team meets twice in a cycle.
- PYP staff meeting is scheduled once in a month.
- Wednesday after school time is utilised for PYP weekly collaborative planning.
- Friday after school time is utilised for PYP weekly professional development.
- Google docs and its applications are also used for online platform for collaboration.
- Managebac is also used for online platform for collaboration.

Name of the Meeting	Who Attends	Frequency	Objectives
School leadership team	Head of school DP Coordinator MYP Coordinator PYP Coordinator Pre primary Coordinator	Twice in a cycle	Discussion of policy matters Developing policies Implementation of policies Reporting and review Discipline matters Budget review Curriculum review and development process
PYP Pedagogical leadership team	Head of school PYP Coordinator Pre primary Coordinator	Twice in a cycle	Matters related to programme updates and its implementation.

All staff Meeting	Head of school DP Coordinator MYP Coordinator PYP Coordinator Pre primary Coordinator All teachers	Twice in a semester	Cross curriculum information and matters related to general operation of school.
PYP Core team Meeting	PYP Coordinator Pre primary Coordinator PYP Core team	Once in a month	Matters related to programme implementation and documentation.
PYP Staff Meeting	PYP Coordinator Pre primary Coordinator PYP Homeroom teachers PYP Specialist teachers	Once in a month	Vertical and horizontal mapping of the subject areas. Curriculum review and development. Preparing scope and sequence. Sharing teaching and learning experiences and practices across grades. Planning and reflecting on teaching strategies. Developing strategies for differentiation. Discipline matters Sharing of ideas Analysis of student results. Discussion on PYP deadlines. Co curricular activities Newsletter
Collaborative Planning Meeting (subject wise)	During the timetable for teachers teaching together in class	Twice in a cycle	To ensure planning of teaching and learning and assessments
Collaborative Planning Meeting - Grade wise	PYP Coordinator PYP Homeroom Teachers PYP Specialist teachers	Twice during the UOI- before starting the unit and in the middle of the unit.	To ensure planning of teaching and learning and assessments of meaningful Integration with the unit of inquiry