



WORK PROGRAM POLICY

Rationale:

An up to date and detailed Work Program is a necessary requirement for all teachers at Cana Catholic Primary School in order to communicate what, when and how the Key Learning Areas of the curriculum are being taught.

Implementation:

The Cana Catholic Primary school, classroom work programs will take a weekly and termly format. Teachers are required to have up to date work programs via the Google Drive shared folder to the relevant Leaders at the beginning of each week.

The Weekly Work Program takes the form of Google Docs. It should be recorded in advance. It should include copies of activity sheets or Teacher Reference texts. It will contain the following items:

- A copy of the weekly timetable
- A Term Overview
- Literacy planners
- Numeracy planners
- Religious Education planners
- Wellbeing planners
- The Integrated Unit overview (dated to indicate the activity that is next)

The Yearly Work Program will be in digital format. It should be used as an archive for past and future planning items. It should be organised into the following sections:

- Timetable
- Term Overview
- Classroom Newsletters
- Integrated Unit
- Term 1
- Term 2
- Term 3
- Term 4
- Literacy - resources
- Numeracy – resources
- Religion Education planners – resources
- Wellbeing planners – resources

The contents of the Work Program remain the property of the school and will be collected at the end of the year to be archived on a USB

- Timetables, Overviews and Topic Outlines
- Planning Sheets of all Curriculum areas

This policy was last reviewed in March 2023.