

# Planning Sheets

*List of Contents*

**Year Planner** - weeks 1 to 10

- weeks 11 to 20

- weeks 21 to 30

- weeks 31 to 40

## **Year Planner by months**

January

February

February<sup>(29)</sup>

March

April

May

June

July

August

September

October

November

December

Accounts sheet

Suggestions on usage

# Year Planner for \_\_\_\_\_

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# Year Planner for \_\_\_\_\_

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# Suggestions on usage

The best start to any planning is probably a piece of paper uncluttered by any marks or lines which might influence matters in some way or other. However, the planning being allowed for here is concerned not with considerations of content (e.g. a syllabus) but the organisation required for the delivery of that content over a period of time. So these sheets are pre-marked with time scales. There are two kinds.

First are the **Year Planners by weeks**. These assume a school year of 40 weeks and, merely for convenience, present that as 4 sets of 10. The way these sheets are used is a matter of personal preference. Days and dates could be put in for each week. Term endings or other dates of significance could be entered. One set of planners could be used for each teaching-group or perhaps could cover more than one group (different colours?). The main aim being to present an overview of what is planned, always making a compromise between presenting as much relevant information as possible without giving so much that it overwhelms the picture.

Second are the **Year Planners by Month**. These come somewhere between the previous sheets and a full scale diary. They would probably be of most use where the above sets were not being used, but a good view of what was happening when, throughout the year, was required. To keep them as general as possible only dates have been printed in - note choice of February. Whether the days are to be written in is a matter of personal preference (and time).

**Accounts** This is a “might come in handy” sheet. Not everyone wants or needs to keep accounts, but somebody has to do it! For that individual a few of these sheets incorporated in the back of a diary would be useful.

Note that the making up of a diary is dealt with in a separate unit.