

WEEKLY TRACKING TEMPLATE FOR MULTIGRADE SCHOOLS¹

NAME OF TEACHER _____

WEEK no in planner ____: WEEK no. in term when work planned for week started: ____						
Refer to the planners ² for details of the week's work (or the ATP for subjects without planners)						
Subjects:						
GRADE	On track this week ³ ?					
	Est. learners >level 4 ⁴					
	# Learners in Grade					
GRADE	On track this week?					
	Est. learners >level 4					
	# Learners in Grade					
GRADE	On track this week?					
	Est. learners >level 4					
	On track this week?					
DAY	BRIEF NOTES ON THE DAY'S WORK: Consider such things as: What concepts/skills did the learners struggle with or manage well in this lesson? What could be the reasons for this? Did the class complete the work you had planned? Do you need to change your plans for the next lesson? What changes will you make?					
1						
2						
3						
4						
5						
Reflection on the week - Think about and make a note of:						
SUBJECT	What concepts and skills for the week did learners struggle with? What could you do differently next time to support or extend learning better? What good practice could you share?			Did you cover the curriculum for the week? If not, what were some of the challenges? What can you do to catch up? What help do you need? How will your progress this week affect your plan for next week?		

¹ Please amend this draft template to suit the needs of your school

² You can use any planning document (such as the CAPS planner; the ATP; printed lesson plans) as the basis for your tracking

³ Yes/ No

⁴ Estimate of learners in that grade that are working confidently at Level 4 (Adequate Achievement) or above

Principal:		Date: