

## **SOME NOTES TO HELP YOU USE THE WEEKLY TRACKING TEMPLATE <sup>1</sup>**

**Purpose:** This template is intended to help you track and reflect on your progress in covering the curriculum every week. You should use the tracking table alongside the ATP (or your planner that is developed from the ATP) that shows the work to be done each day of each week. The curriculum planning document that you use should help you do the following key tasks - plan, track, reflect on, and improve coverage of the curriculum. They also help the Department Head monitor and support your work.

**Planning:** The CAPS curriculum is full! You need to do a certain amount of work each day to complete the work that has to be done in the term. Your planning should indicate what work needs to be done each day of the term to do everything that must be done in this time. (i.e. to cover the curriculum)

**Following the plan to cover the curriculum:** Covering the curriculum is a difficult task. You can't just rush ahead, and leave learners behind; but nor can you go so slowly that learners are unprepared for the challenges of the next grade. And, of course, learners do not all learn at the same pace – too fast for some is just right for others. Every lesson, you make a careful judgement about whether or not learners have learnt what was intended by your lesson; whether enough of them are with you for you to move on; and what to do about learners you do not want to leave behind. The planner gives an ideal plan – but you will not stick to it exactly.

**Tracking curriculum coverage:** This is where tracking comes in. When you track, you note whether or not you have managed to cover the curriculum by using informal assessment to judge how much has been learned. The tool provides a space for you to record this each week for each class or subject). You can also record the date when you do complete the work set for the week. If you are falling behind, you need to take some action to get back on track. But what action? Sometimes you can solve this problem yourself – but often it is better to have the help of your Department Head or your peers, or if possible your Subject Adviser. For this reason, your Department Head will look at your tracking from time to time, and discuss how you are doing with regard to curriculum coverage with you; she/he will help you find a way to solve any problems you are having.

**Reflecting on work done and how to improve and how to remain or get back on track:** The template provides spaces for you to reflect on your work – daily and for the week as a whole. This means that you think deeply about your lessons – both how you presented them and how the learners responded. You consider how you could do things differently next time in order for these aspects to improve, you consider whether or not you worked at the required pace for most of your learners to understand and manage the work, - are you on track, or not? And – if you are not on track, you need to reflect on what you should do to get back on track. You can also think about and note what support you feel you need.

### **Here are some prompts to help you reflect:**

- How did things go?
    - What went well?
    - What did not go well?
    - What did the learners find difficult or easy to understand or do?
    - What will you do to support or extend learners?
    - Did you complete all the work set for the week? What could account for this?
  - If you are not on track, what will you do?
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