

## Lesson/Activity Planning Template:

☐ Masters of Teaching (Primary)

☐ Graduate Diploma of Teaching (Primary)

Unit Code	Unit Title	Placement Type	Dates of Professional Experience
		_____ days	From _____ to _____
Name of Education Setting:			
Title of lesson / activity:			
(Select one) <input type="checkbox"/> Observed lesson/activity <input type="checkbox"/> Taught lesson/activity			
Date:	Duration of lesson:	Class name:	Class size:
Mentor Teacher 1:		Mentor Teacher 2: (if applicable)	

### Instructions to Pre-service Teachers ...

A Lesson/Activity Plan should be completed, and kept in your “Professional Experience Folder”, for every teaching session that you are involved in, including lessons/activities that you observe and group teaching sessions.

### Instructions to Mentor Teachers ...

Mentor Teachers are expected to assist the Pre-service Teachers learning by actively discussing all observed and taught lessons/activities both before and after the lessons/activities take place.

### The Intended Learning Objectives:

*In plain language, state the observable and measurable learning objectives of the lesson/activity.*

### The Children’s Prior Knowledge, Learning and Experiences:

*What prior learning/knowledge is assumed for this lesson/activity? Provide detail where possible.*

*How will the children’s prior learning and experiences be used in this lesson/activity?*

### The Learning Environment:

*Consider the physical classroom environment and layout and its suitability for the proposed lesson/activity – what will you need to do to prepare the classroom or learning area for the lesson/activity?*

### Equipment, Materials, Physical and Human Resource needs:

*What additional human and physical resources will be required for this lesson/activity?*

*Can ICT be utilised in the lesson/activity and if so, how will it be utilised?*

*What OH&S factors will need to be considered for this lesson/activity?*

### **The Introduction & Initial Motivation to the Lesson/Activity:**

*How will you begin and set the tone for the lesson/activity?*

*What will you do to engage the children in the learning?*

*How will you make links to past experiences (where applicable)?*

### **The Body of the Lesson/Activity & Maintaining Motivation:**

*Provide a brief sequential (time line) overview and structure for your lesson/activity.*

Consider each of the following areas:

#### **(1) Teaching Strategies for the Lesson/Activity ...**

*What exactly will the children be required to do and what will be your role?*

*Will the children need to be grouped for the lesson/activity and if so, what are the specific requirements of each group? If required, prepare the groups before the lesson/activity.*

*What strategies will you use to ensure that motivation is maintained throughout the lesson/activity?*

*What difficulties can you anticipate?*

*How will you ensure the children remain on-task and what strategies will you use to manage difficult behaviours?*

#### **(2) Focus Questions & Checks for Understanding ...**

*List questions relating your learning objectives to be asked directly of the children which will help you to evaluate learning throughout the lesson/activity and assist you in knowing how/where to proceed or plan future lessons/activities.*

#### **(3) Modelling/Demonstrations ...**

*Where appropriate, prepare visual representations or demonstrations (by the teacher or selected students) of what is being learned.*

#### **(4) Learning & Teaching Adjustments ...**

*Are there some individuals who will require learning or teaching adjustments? Who are they and what type of differentiation is required?*

#### **(5) The Extension Scenario ...**

*What do you have planned for the more able children and those who may complete specific tasks/objectives earlier than other children?*

*What have you prepared in the event that all the children complete the planned lesson/activity ahead of time?*

**(6) Assessment ...**

*How will you assess what the children have learnt?*

*Will you assess all the learning objectives and will you use different types of assessment for different learning objectives?*

*How will you record details of the assessment and provide feedback for the children?*

**Concluding the Lesson/Activity:**

*How will you draw ideas together and conclude the lesson/activity?*

*In the event that "time runs out", which activities/tasks could be omitted or re-scheduled to another time? How would you conclude the lesson/activity in this scenario?*

**Evaluation and Self Reflection of the Lesson/Activity:**

*How will you know if the lesson/activity has been successful?*

*What aspects of the lesson/activity worked most effectively?*

*What aspects of the lesson/activity could be improved and how could they be improved?*

**Follow-up to the Lesson/Activity:**

*What follow-up(s) will be required from this lesson/activity?*

*Describe your plans for a related lesson/activity.*

*How do you see the children's learning progressing in the future?*

**Mentor Teacher Comments (where applicable):****Pre-service Teacher reflections for future planning and reference:**