

Department meeting  
Tuesday 26<sup>th</sup> minutes

### 1) **Exam papers**

Mohammed in  
Cheryl and Jenny in morning  
Pam to distribute model answers then well have moderation meeting

Pre decide when to do tests with class – need to be done during the exam time  
Need to be done on 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> or 5<sup>th</sup>

Sandra to do year 10 paper this week – maths

### 2) **Unit Plans**

Yr 9 and yr 10 Literacy Support Department need to be put on department backups

Lift ones are on department backup

Long term plans unit  
Should be one for each of the courses and re worked so that choices are more flexible - as our courses have to be reflective of diagnostics

Unit plan connected to what you want to cover from long term plan  
Strategies for diverse learners – ways to rework it – and do we want to change wording – please look and feedback to Pam

Yr Nine numeracy question in markbook disappeared – Pam to check

Mohammed showed his unit plan – dept needs to be heading towards electronic sharing of info/planning - google docs? Dept backups?

Weekly reflection to go to Pam every week - will help consolidate  
Including LC. Jenny and Nesa to work together on students

### 3) **Friday Teacher only day**

morning marking from 9.00  
shared lunch – 11.30 – 12.00  
afternoon - moderation  
Sandra out for 12.30 – 2.00pm Gateway  
2.30 – 3.30 Lift moderation  
think of jobs for teacher aides

### 4) **Successmaker query from Val**

someone ripped off computer tape/left fruit on floor  
bags should not be by machines to access food

### 5) **ReadPlus trial at end of term**

We need to evaluate another programme - we can use a reading one  
Can use ixl.com 20 questions a day  
Yr 9's generally enjoying readingplus - some ipad problems

AOB:

Mohammed questioning rules re LC

Get students to show instructions re work

Phones: one warning, then taken off to give to student centre