

SUGGESTIONS FOR EFFECTIVE USE OF PLANNING, PREPARATION AND ASSESSMENT TIME (PPA)

DIFFERENT WAYS OF SPENDING PPA TIME

- Working with school colleagues
- Working with colleagues in other schools
- Offsite visits
- Research for own Continuing Professional Development or school purposes
- Own reading
- Use Information and Computer Technology (ICT)
- Use Internet
- Analysis/survey of curriculum strengths/weaknesses.
- National curriculum enrichment activities.

POSSIBLE ACTIVITIES DURING PPA TIME

- Self assessment of skills
- Conduct a school skills audit
- Develop the curriculum Cymraeg
- Develop multi-culturalism
- Refine schemes of work
- Become familiar with the different pupil learning styles
- Consider the different pupils needs
- Consider how best to use the support staff through planning with them, having explicit expectations, clear outcomes and the planning of time.
- Planning activities for parents and volunteers
- Draw up individual education plans
- Plan for the short and long term
- Plan for the class, group and individual

METHODS OF ASSESSING CHILDREN'S WORK

- Moderation
- Collaboration
- Setting standards for whole school, LEA, cluster
- Marking
- Report writing
- Records of achievement
- Data analysis
- Network with other schools
- Identify strengths/weaknesses for the individual, group, class and school
- Diagnose individual needs
- Set targets
- Develop portfolios of moderated work
- Use ICT to develop good practice

When assessing children's work, consider the frequency and the use of evidence