1. **RATIONALE**

St. Patrick’s Primary School Swansea is a place of quality teaching and meaningful learning, where young people are supported in their development and growth. Consequently, teaching programs should be a translation of the syllabus documents, guided by the teachers’ reflective pedagogy. This Programming K-6 Policy reflects the *Vision Statement for Catholic Schools* in that it recognises the individuality and dignity of each young person; it fosters the development of each one’s unique potential and spirituality; and it provides a challenging, authentic and inclusive environment that encourages lifelong learning.

*Vision Statement for Catholic Schools, 2002*

Effective teaching programs:
- Incorporate a Catholic perspective across the curriculum.
- Cater for the diversity of student learning needs at a particular stage.
- Sequence learning experiences to provide the opportunity for students to achieve the outcomes.
- Include learning experiences that will develop students’ confidence, enthusiasm, enjoyment and independence in learning.
- Address relevant cross-curriculum content.
- Facilitate the continued development of students’ skills, knowledge and understanding across the K-6 continuum.
- Encompass classroom organisation and management that allows for flexible approaches to meet the needs of all students.
- Recognise and value student diversity including social and cultural differences.

*(Adapted from Literacy K-6 Position Paper Sydney CEO 2000)*

2. **AIMS**

Teachers’ programs must follow Board of Studies and Diocesan directions (as outlined in *Programming K-12 – Amended Policy Statement, April 2007*) and must incorporate the documented requirements. This Programming K-6 Policy aims to:

- Clarify **accountability and legal** requirements.
- Support a consistent, effective **approach** to programming across the school.
- Provide a **framework** linked to syllabus and other policy documents.
- Demonstrate the **interrelationship** between planning, programming, assessing, evaluating and reporting.

3. **IMPLEMENTATION**

This school programming policy is to be followed in conjunction with the Diocesan Policy *Programming K-12 – Amended Policy Statement, April 2007*. Specific to this school, the following procedures are to be implemented:
i. **Principal’s responsibilities:** The Principal, in collaboration with appointed school personnel (assistant principal, religious education coordinator), is responsible for:
   - Developing school procedures in relation to this policy.
   - Monitoring programs to ensure the quality of teaching.
   - Maintaining and managing the storage of relevant current and past programming records and policies (see Section 3.4)

ii. **Teachers’ responsibilities:** Each teacher is responsible for submitting completed teaching program/register and evaluation documents to the program supervisor when requested. Programs are due for presentation to supervisors during week 4 of each term.

iii. **Catholic Schools Office Responsibilities:** The Catholic Schools Office is responsible for:
   - Providing advice, support material and opportunities for professional development in relation to programming.
   - Monitoring the implementation of the Programming Policy, practices and procedures through SEVDEV.

iv. **Legal Requirements for Programming:** To meet legal requirements for programming, in terms of accountability to the system and Board of Studies, St Patrick’s Primary School is required to have:
   - Key Learning Area Policies
   - Assessment Policy
   - Reporting Policy

Additionally, each teacher’s program is required to have the Class Philosophy, Class Timetable and Yearly Program Overview signed off by teacher/s and the assistant principal, clearly labelled and completed for each calendar year for each class/teaching program, and stored in an accessible location, at the school for a period of seven (7) years after a student has completed school or until a given student is 24 years of age.

v. **Requirements for Primary Schools:** Examples of requirements are provided in the Support Material on the CSO website [http://mn.catholic.edu.au/](http://mn.catholic.edu.au/) > Resources > Policies > Programming support material.

4. **BUDGET**
   Schools may use funds allocated under their PD Plan for professional development and/or resources to support their programming needs.

5. **EVALUATION**
   This policy will be reviewed every three years or as required by the Board of Studies or other authority.