

	POLICY TITLE:	Departmental Schemes of Work and Handbooks
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Head Teacher and Assistant Headteacher: Teaching & Learning Provision & Progress Sub-Committee
Date Approved by Governing Body:		March 2022
Date of Last Review:		Term 3 2021/22
Next Review Due:		Term 3 2023/24
Associated policies:		Teaching and Learning; Marking and Feedback; Literacy across the Curriculum; Home Learning; Intervention ; English as an Additional Language (EAL); Numeracy across the Curriculum: Staff code of conduct

Departmental Schemes of Work and Handbooks

All departments at Kingsmead are expected to annually update their schemes of work and Departmental Handbooks.

Schemes of Work

Schemes of work should include:

- Course outlines at both Key Stages.
- Concrete long, medium and short term Teaching and Learning plans.
- Details of appropriate National Curriculum programmes of Study and GCSE/ NVQ/ Btec syllabi studied.
- Details of assessment objectives.
- Details of possible/ actual home learning or Extended Learning projects tasks.

Schemes of work must be made available to all members of the department and be organised in a clear and easy to follow structure.

Schemes of work must also **evidence** the departments approach and contribution to the key areas of:

- Language for Learning
- Equal Opportunities
- PSHCE including British Values
- International Citizenship/ Dimension
- Literacy
- Numeracy
- AEN/EAL
- Differentiation including Gifted and Talented Students
- Assessment and target setting

Departmental Handbooks

Departmental Handbooks are important as they provide a guide to the aims of each team within the school regarding personnel, Teaching and Learning, programmes of study and resources.

Department Handbooks must include the following:

- Context - A summary of details regarding staffing, accommodation, timetables, resources etc. of the team.
- Scheme of Work – An outline of the scheme of work including programmes of study and course details.
- Teaching and Learning – An outline of the key areas that define the department's specific approach to Teaching and Learning.

The Handbook must also include a section about:

- Assessment for Learning
- Assessment
- Equalities
- Citizenship
- Literacy
- Numeracy
- AEN/EAL
- Differentiation including Gifted and Talented Students
- Home Learning
- International Citizenship/ Dimension
- ICT across the Curriculum