

Progress File – Action Planning

Progress File supports pupils in:

- planning what they want to achieve from their school and wider activities
- keeping track of progress towards their learning, personal and career goals.

Learning and using action planning in Years 6, 7 and 8 will equip pupils with the skills and 'know how' they will need for developing their 14-19 individual learning plans (ILPs) in Year 9.

Progress File – Action Planning

TN6 Teacher Notes

Action Planning involves setting targets (steps towards reaching a goal) and then identifying action points and deadlines for the achievement of targets. It can help motivate pupils by encouraging them to:

- split what they have to do into smaller, more manageable ‘tasks’
- think clearly about what they have to do and by when
- identify who and what they need to support them
- say how they will know when they are successful.

See the hand-out describing Action Planning in the **Pupils’ Activities** section **(P6.5)**. This can be kept in Progress File or made into a poster.

Plans should be reviewed at regular intervals to enable pupils to gain feedback on their progress, identify their achievements and plan their next steps. Targets and plans will be ineffectual unless there is time and a system in place for reviewing them.

Pupils should be encouraged to assess their own progress, and perhaps engage in peer reviews, to ensure plans are not forgotten. Depending on the school’s policy, it may be appropriate to build in rewards for the achievement of targets - opportunities to celebrate successes.

Examples

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|------------------------------------|--|
| E6.1 Action Plan | To record targets and action points for achieving an identified goal and review progress |
| E6.2 Action Plan | To focus attention on a particular target |
| E6.3 High Jump Target sheet | An example of a graphic to encourage pupils to identify action points for meeting a target |

E6.1

Teacher Note: The pupil and teacher agreed the learning goal should be to improve the *Purpose and Organisation* of writing (to move from 3A to 4A). Target one has been fully worked through in terms of action points. The two other targets will be planned, and overall progress will be reviewed and recorded at an agreed time. A blank form (**P6.1**) is in **Pupil Activities**

My Action Plan	
Name: xxxxxxxx	
My Goal: To improve the purpose and organisation of my writing	Date set: 22.9.03
My Targets	Deadline
Target: To improve openings to my stories to make the reader interested Action Points: 1. Look at the openings of 3 stories and say what is good or bad about them 2. Practise writing openings to a story 3. Ask people in my class to say what they think	Half term by next week 10 Oct 17 Oct
Target: To use paragraphs correctly Action Points: 1. 2. 3.	
Target: To organise my writing so it doesn't end abruptly Action Points: 1. 2. 3.	
Review Notes:	Date:
Pupil signature:	Teacher signature:

E6.2

Teacher Note: In this example, the focus is on one target – a personal target concerned with making more friends. The pupil recorded his own comments on progress after a discussion with his peers. A blank form (P6.2) is provided in the **Pupil Activities** section of this CD.



My Action Plan

Name: xxxxxxx

My goal: <i>To make more friends.</i>	Set on: <i>Jan 19</i>	
My target: <i>To be more positive towards other people.</i>	Deadline: <i>Jan 30</i>	
How I will tell I've achieved it: <i>Adam, Sean and Ben will tell me.</i>		
Action Points:	By when:	Tick ✓
1. <i>If someone looks nice make the effort to say so.</i>	<i>end of week</i>	✓
2. <i>If someone struggles to do something but gets praised for it say well done yourself.</i>	<i>end of week</i>	✓
3. <i>Pick out the best in people and say what they would like to hear.</i>	<i>end of next week</i>	✓
4.		

Review Notes:	Date: <i>Jan 30</i>
<i>It was hard to say someone looks nice cos they think you're being funny. It was easier to pick out something good about someone when everyone had to do it in the group. I will keep trying.</i>	

E6.3

Teacher Note: A variety of graphics can be used in designing action planning forms to link with pupils' interests. Please note action step one is at the bottom to show that as more action steps are achieved the nearer the pupil is to meeting the target. The one below has been used to focus attention on a target towards the pupil's overall goal of making career decisions. A blank copy (P6.3) is provided in **Pupil Activities**.

PROGRESS FILE
REACHING POTENTIAL

My Action Plan


Name:

My Goal: *to make some decisions about what I want to do when i'm 16*

My Target: *use different ways to find out about jobs I like*

Date for achieving it: *Nov 26*

How I will know I've achieved it:
evidence in my folder



Action Points:	By when ✓
3. <i>Do the quiz on CID in careers</i>	<i>Next Wednesday</i>
2. <i>Go to the library and get some ideas from books</i>	<i>Lunchtime tomorrow</i>
1. <i>Ask my sister about her job</i>	<i>Tonight ✓</i>