January until July	What needs to be done	YES	NO	COMMENTS
	Have you organised individual learning journey dcrapbooks for each child, a folder on playground.			https://hub.woodlandelc.com/childrens-learning-journey-scrapbooks-1
	each child an indidual folder in tables and posts and a room folder in each for group planning and evidence			
	Formative assessment January			https://stonly.com/sl/en/8afeecea-68ac-41f4-9267-4d5509b4c0f8/Steps/2932223
	Send communication out to families for partnership meetings: attach guide.			https://hub.woodlandelc.com/positive-formal-parent-partnership-meetings-1
	Positive partnership with family February- use the formative to support your discussion.			
	If partnership didn't happen then document conversations that happen at pick up and drop off and the educator section			
	Evaluate step one and two, as well as online observations - put together an individual goal.			
Create a new individual plan based on	**Individual Plan- based on each chid's interests and the voices of families, edu and children.**			https://hub.woodlandelc.com/woodlands-emerging-curriculum-plans
he evaluation from the formative and parent partnership.	**At the end of the week//fortnight ensure you are evaluating and following through based on evidence collected.**			
Start working on the termly plan the week before the term	**Termly Plan- group learning needs.**			https://hub.woodlandelc.com/woodlands-emerging-curriculum-plans
starts. Update the termly plan if needed				
	Analysis document, this is to gather your data and create clarity on your learning intention.			
	Curriculum Reflection			
	Attach curriculum reflection to the term plan.			
	If using curriculum reflection template, input the reflection in that template			
Summative Assessments	**Finalise all summative assessments.**			https://hub.woodlandelc.com/children-summative-assessment
	Publish summative assessments to parents.			
Individual and group folders on playground	**Create individual folders with the children's first and last names in the table section to add all their individual**			
	documents such as "positive partnership meeting form", "formative assessment", "child wellbeing plan",			
	"child behavior analysis"			
	Create individual folders with the children's first and last names in the document section to add their			
	individual summative assessment			
"Room name term 1 learning"	**the term" group observation, and add all the observation that links to the termly plan in that folder**			https://hub.woodlandelc.com/woodlands-emerging-curriculum-plans
" Angelica Furnari"	**Create individual folders with the children's first and last names in the post section to add their individual learning**			
	observations that link to their individual goal, Create a folder in the post section (observation section).			
NOTES:	**Evaluate the previous individual plan to build the next plan. Remember you will have a new set of children, so**			
	use this information for when these children are tagged next for individual learning. You can still use this			
	evidence in the room, it doesn't mean the learning needs to stop.			
	Analysis of learning is a way to support when writing your Summative assesments and away to critically reflect on			
	your teaching strategies and the learning that is occruing in the room.			