

Hi Colleagues

Following the creation and maintenance of processes for collaboration, share the following ideas with your teachers. A document is attached at the bottom with the remaining ideas for you to share.

Idea 2: Ideas on how to keep records and work smart on teacher development in EFAL

Keeping Good Records

- One of the best things to do is to keep good records.
- Record any times when notes are sent home; when reporting a student to the office, or when contacting parent(s) directly.
- Keep all written correspondences on file for reference at later date(s).
- Have a centralised system for managing your data and documents for efficiency and proper organisation.

Plan, Plan, and Plan Some More

- Keep a careful record of all lesson plans.
- Before teaching, set up a master calendar and prioritise core curriculum aspects to cover in each unit.
- Keep a binder or folder of your lesson plans to save you time the following year.
- Take notes or document aspects that need adjustments to make your plan work better over time.

Take care till then!



Ideas on Record
Keeping and Other