

Time-Saving Templates

This section contains templates which you can photocopy to help with planning, organising, recording and discipline. The templates from this section can also be downloaded for free from www.4schools.ie



Download templates from our website!
www.4schools.ie

Subject Department Planning

Lesson Plan

Class:

Date:

Period:

Length of Lesson:

Subject:

Topic:

Students' Previous Knowledge:

Aims:

Learning Objectives:

(What will the students be able to do by the end of the lesson?)

What Learning Outcome achieved/improved in this lesson:

Key Skill achieved/improved in this lesson:

Literacy and Numeracy Strategies:

Classroom Organisation:

Assessment of Student Learning:

Resources Used:

Reflective Teaching:

- What went well?
- What needs improvement?
- Etc.

Template for recording bullying behaviour

1. Name of pupil being bullied and class group

Name: _____ **Class:** _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

3. Source of bullying concern/report (tick relevant box(es))*

Pupil Concerned	
Other Pupil	
Parent	
Teacher	
Other	

4. Location of incidents (tick relevant box(es))*

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

5. Name of person(s) who reported the bullying concern

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6. Type of bullying behaviour (tick relevant box(es)) *

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller community	Other (specify)

8. Brief description of bullying behaviour and its impact

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9. Details of actions taken

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Signed: _____ (Relevant Teacher) **Date:** _____

_____ **Date submitted to Principal/Deputy Principal:**

* Note: The categories listed in the tables 3, 4 & 6 are suggested and schools may add to or amend these to suit their own circumstances.

Incident Report Form

Date: _____ **Student Name** (optional): _____

Details of the incident(s):

Name of the victim(s):

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Name of the student(s) causing the problem(s):

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Date the incident(s) happened:

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Time the incident(s) happened:

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Name(s) of anyone else who might know what happened:

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used; any verbal statements such as threats, requests, or demands; and any electronic methods, including email, social media, and such.

Administrator receiving report:

Date

Parent-Teacher Meeting

Student's Name: _____
Year/Class: _____
Subject: _____
Date: _____

Behaviour & Attitude

- | | |
|---|--|
| <input type="checkbox"/> Excellent concentration in class | <input type="checkbox"/> Needs to improve behaviour in class |
| <input type="checkbox"/> Excellent participation in this subject; very worthwhile contributions | <input type="checkbox"/> Needs to improve attitude to work |
| <input type="checkbox"/> Needs to focus more in class | <input type="checkbox"/> Often disruptive and distracts others |
| <input type="checkbox"/> Needs to be punctual | <input type="checkbox"/> Can be disrespectful |

Classwork

- | | |
|--|---|
| <input type="checkbox"/> Written classwork excellent | <input type="checkbox"/> Could improve on this area and work on organisation |
| <input type="checkbox"/> Written classwork untidy and unstructured | <input type="checkbox"/> Needs to come to class ready for work with all equipment/books |

Homework

- | | |
|---|---|
| <input type="checkbox"/> Homework always done to a very high standard | <input type="checkbox"/> Needs to spend more time revising notes/classwork/topics |
| <input type="checkbox"/> Homework generally done but standard could improve | <input type="checkbox"/> Homework forgotten too often |
| <input type="checkbox"/> Needs to pay closer attention to homework | <input type="checkbox"/> Level achievable (H) |
| | <input type="checkbox"/> Level achievable (O) |

Test 1	Test 2	Test 3	Test 4	Homework

General Comments

Signed: _____

Points to note:

Revision should be ongoing. It can take the form of:

- Practising exam questions online
- Doing extra work and study
- Completion of checklists
- Learning definitions – write them on flashcards
- Using mind maps, practising key words.

How can I help myself?

Ask yourself are you doing the following?	Tick Box
Paying full attention in class	
All materials at all times	
Arriving to class on time	
Asking/answering questions in class	
Doing all homework	
Behaving in class	
Remaining on task throughout the lesson	
Revising and studying consistently	
Learning key concepts	
Getting enough rest and enough exercise	