

## DP Collaborative Planning at Leon Kruczkowski Secondary School in Tychy, Poland



### September 2023-June 2024 (pre-IB classes at school)

- ✓ All DP faculty teachers meet once a month to engage in (at this stage, both horizontal and vertical within the same meeting) collaborative planning and reflection sessions to explore connections between subjects, ensure common responsibility for students' language development, share practical ideas, links and other materials etc. The meetings take place online (MS Teams platform) to ensure the attendance of all team members is possible
- ✓ IBDP faculty collaboration is not limited to CPR meetings – IBDP teachers also participate in professional development workshops, sometimes training each other, organising and attending open lessons etc.
- ✓ Subject group teachers meet regularly (English teachers on a daily basis) to discuss planned in-class activities and events to be attended outside of school, share ATLs ideas, discuss students' performance; teachers also discuss how the national curriculum aligns with the IB curriculum, so that building upon students' previous knowledge is ensured
- ✓ All teachers have access to a variety of materials that they share on Google Disc
- ✓ DP faculty teachers are, and will be, engaged in collaboration with non-IB DP teachers within their respective school subject, which is crucial for maintaining the school community spirit and allowing the IB team to grow

	When	Who attends	Objectives
	September	DP coordinator, administrator, all DP teachers	budget issues, updating policies, updating course outlines for the support visit
	September	coordinator and teachers	Reflection session on the EE workshop attended by the whole team in August (updating integrity policy, teaching critical thinking, media literacy and improving research skills)
	September	DP coordinator, administrator, all DP teachers and school SEN specialists (counsellor and psychologist), parents	Discussing individualisation of work for SEN students attending an IB class, updating School Inclusion Policy

	October	DP coordinator, administrator, all DP teachers	Practical workshop on ATLS conducted by G. Bartosz (Maths teacher)
	November	DP coordinator, administrator, all DP teachers	Sharing good teaching and learning experiences and practices, preparing self-reflection tool for teachers on ATLS
	December	DP coordinator, administrator, all DP teachers	Practical workshop on incorporating TOK into DP subjects conducted by A. Zarmutek (TOK teacher)
	January	DP coordinator, administrator, all DP teachers	preparing handbooks (DP, EE), updating policies
	January	DP administrator and coordinator	Planning professional development for the team
	February	coordinator and teachers	Sharing good practises - planning a series of open lessons for all the school teachers with the focus on ATLS and a learner profile, reflection sessions after every lesson
	February	DP and CAS coordinators	Planning and preparing CAS handbook
	February	DP coordinator and administrator	Matters relating to subject specific issues : resources, staffing (recruiting more teachers to the IB team), student performance, assessments, curriculum review
	March	DP coordinator, administrator, all DP teachers	Updating admissions policy and recruitment procedures, organising an Open Day with the active help of IB students
	March	DP coordinator, administrator, all DP teachers and school SEN specialists (counsellor and psychologist), parents	Reflection on SEN students' performance and effectiveness of individualisation of work
	April	coordinator and teachers	Sharing teaching and learning experiences and practices (focus on international mindedness and TOK); updating and submitting course outlines, final reflection on school policies before the support visit
	May	coordinator and teachers	Discussing concept-based teaching and learning
	June	DP coordinator, administrator, all DP teachers	Reflection on the admissions policy based on the recruitment process and results; vertical and horizontal mapping of subjects for the next school year

**September 2024-June 2026 (IB classes at school)**

- ✓ All DP faculty teachers meet once a week or once a fortnight to engage in collaborative planning and reflection sessions to deepen understanding of connections between subjects, consciously support students’ language development, share practical ideas, links and other materials etc., reflect on key issues for IB education, such as international mindedness, developing learner’s profile and concept-based learning and teaching. Some of the meetings take place online (MS Teams platform) to ensure the attendance of all team members is possible
- ✓ IBDP faculty collaboration is not limited to CPR meetings – IBDP teachers also participate in professional development workshops, sometimes training each other, organising and attending open lessons etc
- ✓ Subject group teachers meet regularly (English teachers on a daily basis) to discuss planned in-class activities and events to be attended outside of school, share ideas, discuss students’ performance and their needs
- ✓ All teachers have access to a variety of materials that they share on Google Disc. Google docs and its applications is also used as online Platform for collaboration.
- ✓ DP faculty teachers are still engaged in collaboration with non-IB DP teachers within their respective school subject, which is crucial for maintaining the school community spirit and allowing the IB team to grow

*The table below shows only prospective meetings and it is subject to changes, as CPR meetings are very frequently the “response” to teachers’ and students’ needs, questions and doubts of a particular moment. Thus, IBDP coordinator and administrator are flexible as for the frequency and the subject matters of this collaboration. It must also be noted that IBDP faculty at school is not big and all IB staff work very closely, discussing different issues on a daily basis.*

	Who attends	Frequency of the meetings	Objectives
1	DP coordinator, administrator, all DP teachers	Two times a month	<ul style="list-style-type: none"> <li>● discussion on IA deadlines, updating deadline calendar,</li> <li>● horizontal and vertical planning of the curriculum with the focus on analysis and reflections on students’ performance,</li> <li>● circulation of relevant DP information i.e. Coordinator’s notes, Academic newsletters etc</li> <li>● Reflection on the assessment – does it foster student’s motivation and growth</li> <li>● Analysis of school results, IA as well as core</li> <li>● Discussion on new developments in DP</li> <li>● Sharing and reflecting on teaching and learning experiences and practices (focus on international mindedness, IB learner attributes, ATLs and ATTs)</li> </ul>

			<ul style="list-style-type: none"> <li>● Program development planning</li> </ul>
2	DP and CAS coordinators, supervisor of a school voluntary club	Once a semester	<ul style="list-style-type: none"> <li>● CAS arrangements for DP1 students,</li> <li>● reflection on student's CAS progress</li> </ul>
3	DP coordinator, librarian, all DP teachers	Once a semester	<p>EE issues:</p> <ul style="list-style-type: none"> <li>● discussion on integrity policy,</li> <li>● students' choice of topics and supervisors,</li> <li>● workshop on citing and referencing conducted by K. Ścisłowicz (DP coordinator),</li> <li>● reflecting on students' progress,</li> <li>● solving potential problems,</li> <li>● planning reflection sessions and Viva week</li> </ul>
4	DP coordinator, administrator, all DP teachers and school SEN specialists (counsellor and psychologist), parents	Three times a year	<ul style="list-style-type: none"> <li>● Discussing individualisation of work for SEN students attending an IB class,</li> <li>● reflection on the effectiveness</li> </ul>
5	DP administrator and coordinator	Once a month	<ul style="list-style-type: none"> <li>● budget issues</li> <li>● staffing</li> <li>● teachers' professional development</li> <li>● resources,</li> <li>● student performance and attendance</li> <li>● assessments,</li> <li>● curriculum review</li> </ul>
6	TOK teachers and other IBDP teachers	Once a semester	<ul style="list-style-type: none"> <li>● providing all teachers with necessary help to integrate and see the importance of TOK in every subject,</li> <li>● planning TOK open lessons, self-reflection tools, questionnaires for students</li> </ul>