



## PYP 5 Weekly Grade Level Meeting Minutes

Meeting Day: Sunday (7th session)

### **General Purposes for collaborative meetings:**

- **To review students' academic levels, interests, and learning progress** in order to inform responsive planning and differentiation  
*(Aligned with C3 – Teaching and learning and C4 – Assessment)*
- **To collaboratively discuss daily and weekly planning** to ensure learning experiences are concept-driven, inquiry-based, and aligned with the Programme of Inquiry  
*(Aligned with C1 – Collaborative planning and C2 – Written curriculum)*
- **To share effective teaching strategies and digital/online resources** that support inquiry, learner agency, and the development of Approaches to Learning (ATL) skills  
*(Aligned with A3 – Teaching and learning philosophy and B2 – Resources and support)*
- **To monitor student progress, reflect on the impact of teaching practices, and identify next steps** for supporting student learning and well-being  
*(Aligned with C4 – Assessment and B2.6 – Ongoing professional collaboration)*



## Week 1 – PYP 5 Grade Level Meeting

Date: 10 September

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Establishing routines, expectations, and learner responsibility

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

Teachers shared evidence of student learning with a focus on conceptual understanding, application of knowledge, research skills, and learner agency. Planning discussions emphasized student independence, collaboration, and opportunities for reflection and self-assessment.

### Decisions & Agreements

It was agreed to refine inquiry planning and learning engagements to strengthen higher-order thinking, student ownership of learning, and meaningful connections to real-world contexts.

### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
- Teachers to document student learning, reflections, and self-assessments
- Academic Coordinator to review planning, provide feedback, and support follow-up actions

### Next Meeting

Scheduled for the following week.

Attendees	Signature
Heidi gameel	
Fatema hussein	



## Week 2 – PYP 5 Grade Level Meeting

Date: 17 September

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Getting to know learners and launching Unit 1 (central idea & key concepts)

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

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### Decisions & Agreements

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### Action Items

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### Next Meeting

Scheduled for the following week.

Attendees	Signature
Heidi gameel	
Fatema hussein	



### Week 3 – PYP 5 Grade Level Meeting

Date: 24 September

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Baseline assessment and prior knowledge analysis

#### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

#### Discussion Summary

Teachers shared evidence of student learning with a focus on conceptual understanding, application of knowledge, research skills, and learner agency. Planning discussions emphasized student independence, collaboration, and opportunities for reflection and self-assessment.

#### Decisions & Agreements

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#### Action Items

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- Teachers to document student learning, reflections, and self-assessments
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#### Next Meeting

Scheduled for the following week.

Attendees	Signature
Heidi gameel	
Fatema hussein	



## Week 4 – PYP 5 Grade Level Meeting

Date: 01 October

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Backward design and inquiry planning for Unit 1

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

Teachers shared evidence of student learning with a focus on conceptual understanding, application of knowledge, research skills, and learner agency. Planning discussions emphasized student independence, collaboration, and opportunities for reflection and self-assessment.

### Decisions & Agreements

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### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
- Teachers to document student learning, reflections, and self-assessments
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Fatema hussein	



## Week 5 – PYP 5 Grade Level Meeting

Date: 08 October

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Developing inquiry tasks and student-led learning engagements

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
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- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

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### Decisions & Agreements

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### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
- Teachers to document student learning, reflections, and self-assessments
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Fatema hussein	



## Week 6 – PYP 5 Grade Level Meeting

Date: 15 October

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Literacy development: reading, writing, and responding to texts

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

Teachers shared evidence of student learning with a focus on conceptual understanding, application of knowledge, research skills, and learner agency. Planning discussions emphasized student independence, collaboration, and opportunities for reflection and self-assessment.

### Decisions & Agreements

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### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
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Fatema hussein	



## Week 7 – PYP 5 Grade Level Meeting

Date: 22 October

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Numeracy development through real-world problem-solving

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

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### Decisions & Agreements

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### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
- Teachers to document student learning, reflections, and self-assessments
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### Next Meeting

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Fatema hussein	



## Week 8 – PYP 5 Grade Level Meeting

Date: 05 November

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Differentiation and formative assessment strategies

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

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### Decisions & Agreements

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### Action Items

- Teachers to implement agreed inquiry, literacy, numeracy, and research strategies
- Teachers to document student learning, reflections, and self-assessments
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### Next Meeting

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Fatema hussein	



## Week 9 – PYP 5 Grade Level Meeting

Date: 12 November

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Using research skills, texts, and media to deepen inquiry

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
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- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

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### Decisions & Agreements

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### Action Items

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- Teachers to document student learning, reflections, and self-assessments
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## Week 10 – PYP 5 Grade Level Meeting

Date: 19 November

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Reflecting on Unit 1 and planning Unit 2 (backward design)

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
- Action points and next steps

### Discussion Summary

Teachers shared evidence of student learning with a focus on conceptual understanding, application of knowledge, research skills, and learner agency. Planning discussions emphasized student independence, collaboration, and opportunities for reflection and self-assessment.

### Decisions & Agreements

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### Action Items

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## Week 11 – PYP 5 Grade Level Meeting

Date: 26 November

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Designing reflection, self-assessment, and success criteria

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
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### Discussion Summary

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### Action Items

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## Week 12 – PYP 5 Grade Level Meeting

Date: 03 December

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Monitoring progress and documenting learning during Unit 2

### Agenda

- Review of student learning evidence and engagement
- Planning concept-driven inquiry experiences aligned with the unit
- Discussion of reading, writing, research, and real-world learning tasks
- Assessment as learning and formative/summative assessment strategies
- Challenges and support needed
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## Week 13 – PYP 5 Grade Level Meeting

Date: 10 December

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Developing Approaches to Learning (ATL) skills

### Agenda

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## Week 14 – PYP 5 Grade Level Meeting

Date: 17 December

Chair: Academic Coordinator

Attendees: PYP 5 Homeroom Teachers

Weekly Focus: Well-being, PTC preparation, and winter revision packs

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