



RIVERSIDE LEARNING CENTER

**PERSONAL AND PROFESSIONAL  
DEVELOPMENT PILLAR**



## CALENDAR: CHECKLIST

INTENTIONALLY TIME-TABLING EVERY MONTH TO BUILD **CULTURE**,  
ENGAGE **COMMUNITY** AND **CO-CREATE** WITH KEY STAKEHOLDERS

“Hi, I’m excited that you are eager to make your school community more invested in culture building and aligned across the KeyStages, and are looking forward to try out the Calendar process for yourself! I hope you found value in going through the pack and enjoyed seeing the videos.

I invite you to use this quick at a glance checklist as a reference to ensure that you do not miss out any of the key ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Please feel free to innovate, translate and implement the way you want. And, I would love to know how you have done it. Do Share your experience with us”.**

- *Monisha Purohit*

### BEFORE

#### **SETTING THE TONE**

- While closing a month and opening the next month, school leaders should regularly re-iterate that the calendar is an opportunity for the team to **uphold culture and co-create experiences** as a school.
- At the beginning of every month (*say on the first Tuesday*), school leaders should schedule a meeting for **designing and sharing** of the calendar within and across KeyStages. They should ensure that **student representatives** are also invited for the meeting.
- It is important that all team members along with the student representatives come prepared to the meeting with a tentative calendar for their grade. The calendar plan should mindfully include **events, happenings / opportunities / important dates** with a good balance of **Cognitive, Social, Emotional, Physical and Spiritual investments**.
- The meeting venue should be a comfortable space conducive for **collaboration and discussions**.

## DURING

### **STEP 1: COME TOGETHER AS A TEACHER TEAM TO PLAN THE MONTHLY CALENDAR**

- ❑ The meeting can start with the Key Stage leaders **spotlighting the key happenings** scheduled for the month in their Key Stage.
- ❑ Next the teachers can share their **grade-wise calendar plan**. The plan should be open to **discussion and suggestions** from all other team members and student representatives. This is also a good time to request suggestions / help from colleagues for execution of the activities that a teacher may have planned. Once the team agrees on the plan, the details should be marked on the calendar.
- ❑ Every teacher should remember to fill in on their calendar not just **key dates** for their grade but also for other grades across the school.

### **STEP 2: CO-CREATE THE CALENDAR WITH YOUR STUDENTS**

- ❑ Now, factor in a session of 30 minutes with your students, designated as the **Calendar meeting**.
- ❑ Open the session by **reflecting on the previous month** and then ask the children questions like:
  - What went well in the last month?
  - What could have been better?
  - Who would you express gratitude to? *(Note shout-outs on the board)*
  - Whom did you notice doing great work? *(Note shout-outs on the board)*
- ❑ Go on to enthusiastically **unpack the upcoming month** and discuss the **key highlights**. Give students an opportunity to examine the planned activities and offer their suggestions for adding or deleting from the Calendar. Don't forget to lend an ear to the **student's wish list** 😊. A calendar which is co-created with the students will have the highest probability of **successful implementation!** This is because students will know what they'll learn and how they'll learn making the process more meaningful to them. They will also feel more **ownership** over their learning!
- ❑ Next, give them a quick update on the **big ideas** planned by other grades. Ask children to identify areas where they could **collaborate** with or help out the students of the other grades.

### **STEP 3: FOLLOW-UP AND REVIEW!**

- ❑ Based on your dialogue with the students, update the calendar and you may even **display** it in the class for student reference. It would be a good idea to also display your calendar in the **teacher's collaboration space**, for reference of your colleagues.
- ❑ Encourage students to **keep track** of the schedule on a weekly basis and keep **reflection notes** for all the events of the month. Have a quick dialogue with students at the end of every week to **review the progress** of planned activities on the calendar vis-à-vis the actual execution.



## **AFTER**

- ❑ At the end of the lesson remember to **'Close the Loop'** with students. Ask students to look at the board and **recall** what they have learnt during the session. Ensure that the **essence of the lesson** is brought out by posing questions / having a dialogue with them.
- ❑ Go back to the **'Relevance / Objective'** at the end of the lesson to reflect if it has been met.
- ❑ Ensure that if the team and students identify any **missed events or opportunities**, they are noted and time-tabled for in the coming month.

## **SOME IMPORTANT TIPS**

- ❑ Help students to see the **relevance** of the planned activities, so that they can **visualize their growth** through cognitive, social, emotional, physical and spiritual experiences over the month.
- ❑ While it is important to give a patient hearing to the student's voice always ask them to justify their choices and encourage them to be **open to negotiation**.
- ❑ Your teacher team can also use a **shared Google Calendar** to receive daily reminders for upcoming events and also to keep each other in the loop. A Google Calendar can also be shared with students and parents to make them aware of upcoming events in the month.
- ❑ For the younger grades, **diary updates** on the planned activities can also be sent for the reference of parents.

