



WAGOLL 8.35 – 8.50 a.m. meetings



- 8.35 – 8.50 – A sit down meeting between teacher and TAs. Ensure you invite all key workers and HLTAs if applicable
- Class teachers should always lead the meeting if they are in school
- All staff be ready and prepared with the necessary planning, feedback and resources
- All staff contribute to the meeting and be prepared to discuss all children
- Clarify any issues you may have, as this is the best time
- Ensure learning outcomes and goals are clear to all staff
- Discuss and agree behaviour management
- Discuss individual needs eg. staff and children returning after absence, medical needs changes to routine or individual circumstances etc.
- Up to date planning is displayed on the wall and includes a list of resources.
- This meeting is not a time to make resources or photocopy

This time is precious and will make a difference to your class – use it wisely.

