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| Planning | Teaching | Reflecting |
| Will you meet to plan lesson/s? Meet informally? Hold a formal meeting?Will you record your plans? If so how? What kind of collaboration? * Sharing methodologies only
* Co-creating activities
* Focus on SEN pupils?
* Planning to Team Teach the lesson?

 Consider the approach to Team Teaching you are planning and if you will: * discuss your different teaching styles
* agree a timeframe for your collaboration
* change seating plans in the class
* identify specific goals (individuals or group)
 | Which class group will you Team Teach? How often? and for How long? What role will each teacher have * Sharing the instruction
* Correcting class-work
* Correcting Home work
* Recording student achievement

All of the above? Other…. | Will you meet to review the lesson? If so, how? Informally? Or hold a meeting in school time?Meet outside of school time? (e.g. online)Will you record the reflection? If, so how? And for what purpose?* Basis for more planning? (What Worked Well? … Even better if…)
* Share tasks (e.g. update IEPs, input student grades etc.)
* Preparation for other events (Staff CPD, Parent Teacher meeting etc.)
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| Further issues to consider … |