

# Classroom Observation Field Notes

## Section I: Observation Information

<b>Class:</b>		<b>Students:</b>	
<b>Teacher:</b>		<b>Objectives:</b>	
<b>Date / Time:</b>			

## Section II: Pre-Observation Notes

<b>What am I trying to learn today?</b>	
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## Section III: Observation Notes

<b>Description of lesson</b>	<b>Remarks</b>
	Context
	Strengths & Needs
	Methods

## Section IV: Post-Observation Notes

**Did the teacher make any additional comments?**

**What insights did I gain through this observation?**

**What was the effect of my presence in the classroom?**

## Section V: Emerging Questions

**What new questions do I now have based on this observation?**

### Section I: Observation Information

Use a pencil to complete this section with information elicited by the class teacher when arranging a classroom observation. Use a pen to complete this section after the meeting is confirmed.

- Complete the left-hand column by recording the **class** which is being observed, the name of the **teacher** and the **date** and **time** of observation.
- Complete the right-hand column (**students, objectives**) only if a lesson plan is not provided. If a copy of the lesson plan has been provided, attach it to the field notes and indicate this by writing 'see attached' in the **Students** and **Objectives** fields

### Section II: Pre-Observation Notes

Complete this section on the day of the observation, preferably shortly before entering the class. This should correspond to notes in the planner

### Section III: Observation Notes

Use the left-hand column to record a running commentary of the lesson. Use the right-hand column to make notes regarding the three main areas of the framework, i.e., context, strengths and needs, and methods. **Do not record names of individual students.** Bear in mind that this part of the document will be shown to the teacher after the lesson, so do not make comments that are open to misinterpretation.

### Section IV: Post-Observation Notes

Complete this section immediately after the post-observation discussion (debriefing) with the class teacher.

- Use the first box to record any comments they made which help to interpret events that happened in the classroom.
- Use the second box to make an immediate record of initial insights. This is intended as an aide-memoire rather than a comprehensive theoretical memo.
- Use the third box to record any comments regarding reactivity in the class setting. Indicate your interpretation of events and the reasoning behind the interpretation.

### Section V: Emerging Questions

Use this section to make an immediate record of unresolved questions that were prompted by the observed events.