

Classroom Observation Planner

Section 1: General information

Visiting teacher	
School	
Timeframe	

Section 2: Overall Aims of the observation

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Section 3: Detailed Planning

	Date	Aims: What do I want to find out in this visit?	Signature
Visit 1*			
Visit 2			
Visit 3			
Visit 4			
Visit 5			
Visit 6			
Visit 7			
Visit 8			
Visit 9			
Visit 10			

.....
(visiting teacher)

.....
(class teacher)

Instructions

Section 1

Complete this section after discussing your classroom observation plans with your supervisor, mentor, or whoever is in charge of your professional development.

- ✓ **Visiting teacher:** write your name
- ✓ **School:** write the name of the school where the classroom observations will take place
- ✓ **Timeframe:** write the start and end date of the observations

Section 2

Complete this section after discussing your classroom observation plans with your supervisor, mentor, or whoever is in charge of your professional development.

- ✓ **Overall aims of observation:** write down one or two overarching aims of the observation (why are you conducting this observation?).

Section 3

Ideally, most this section should be completed before you start your classroom observation visits. In some cases, this might not be possible; however, make sure that you specify the aims of every classroom observation visit **before** the visit takes place.

- ✓ **Date:** the date when you plan to visit a classroom
- ✓ **Aims:** what (two or three) aspects of the framework will be the focus of this observation visit?
- ✓ **Signature:** A signature from the classroom teacher, to be recorded after the classroom observation visit has been completed
- ✓ **Visit 1*:** This is the introductory meeting with the class teacher/head teacher.

Additional Information

This document is to be signed by the visiting and classroom teachers before the classroom observations take place.