### Reducing workload: curriculum planning workshop

Curriculum planning is critical and underpins effective teaching. However, it should also be productive and sustainable for teachers. The Planning and Resources Review Group set out five principles for effective planning which will underpin the discussions in this workshop:

- Planning a sequence of lessons is more important than writing individual lesson plans
- Fully resourced schemes of work should be in place for all teachers to use each term
- Planning should not be done simply to please outside organisations
- Planning should take place in purposeful and well defined blocks of time
- Effective planning makes use of high quality resources

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<th>Workshop aims</th>
<th>To review and streamline planning processes and practice to reduce workload and ensure planning is focused solely on improving outcomes for pupils, rather than on burdensome processes.</th>
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<td>Why</td>
<td>In the 2016 Teacher Workload Survey¹, teachers reported spending most of their working week on individual planning or preparation of lessons. Additionally, 79% teachers from primary schools and 56% from secondary schools said that they spent ‘too much time’ on it.</td>
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| How           | Use the workshop:  
  - To familiarise yourself with the principles from the planning review group and myths about Ofsted requirements.  
  - To discuss in a supportive environment how current planning practice moves pupils on and what changes need to be made.  
  - To explore case studies and consider suitability in your setting.  
  - In a way that is most useful for you, e.g. you might want to have discussions as a whole school, team, or department. |
| Outcomes      | • To agree SMART actions to remove or streamline practice which reduce workload over time without negative impact on pupil outcomes. |
| Key resources | • Report from the Planning and Resources Review Group: https://www.gov.uk/government/publications/reducing-teacher-workload-planning-and-resources-group-report  
  • Case studies and research summaries: https://www.gov.uk/government/publications/curriculum-planning-and-resources-reducing-teacher-workload  
  • Ways to reduce workload in your school: https://www.gov.uk/government/publications/ways-to-reduce-workload-in-your-school-tips-from-school-leaders |

School leaders, teachers and other sector experts have worked in conjunction with the Department for Education (DfE) to design the workload reduction toolkit to help schools assess and address workload issues. For further information about action to support schools in reducing workload go to: https://www.gov.uk/government/publications/reducing-teachers-workload/reducing-teachers-workload