

# Geography Scheme of Work

Module title: ..... Year: .....  
Teacher responsible: .....

Key ideas/concept	Enquiry questions	Places/topics	Resources	Teaching and learning methods	Differentiation	Assessment	Subject links

# Lesson Plan

## Lesson and Class details

Class name/year .....

Type of group.....

Lesson date .....

Period .....

## Lesson aims

## Objectives

## Key words

## Resource checklist

## Ideas

**Lesson structure**

Time	Teaching and learning activities	Resources

**Homework**

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**Notes**

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# ICT Audit

## Computer suites

	Room number	Number of computers
Computer suite		
Computer suite		
Computer suite		

Do you have access to the Internet or email?

List other places where there are open access computers for pupils

Room name/number	Facilities

Do you have access to these peripherals?

Peripheral	Details
a flatbed scanner	
digital camera	
video-conferencing	
data logging	
satellite imagery	
weather station	

List any computer hardware in the geography rooms

Room number	Hardware

Types of generic software

Geography software

## Lesson cover

Lesson cover for: .....

Period/s:.....

Times: .....

Day/date: .....

Room number: .....

Subject:.....

Head of department room: .....

### Class details

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### Lesson plan

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### Resources

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### Procedures

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# *Award for Achievement in Geography*

**Awarded to**

.....

**This award has been made to recognise effort and achievement in:**

Geographical skills and ICT ☐

Enquiry work ☐

Understanding ideas, processes and patterns ☐

Understanding values ☐

Signed: ..... Head of Geography Department

Date: .....

**Fieldwork planning checklist**

## Fieldwork planning checklist

An action checklist for planning fieldwork

### Long term planning

Action	By when	By who
Write fieldwork policy in the department's handbook		
Write fieldwork into schemes of work		
Negotiate fieldwork dates and programme with SMT		
Enter fieldwork dates on the school calendar		
Check locations for geographical opportunities		
Carry out a risk assessment		
Make bookings for residential visits or day visits		

### Medium term planning

Action	By when	By who
Work out financial details		
Book transport, coach, minivan, etc		
Organise staff and supply cover		
Make all staff aware of safety and other organisation needs		
Inform school kitchens, check for free school meals		
Take out insurance if necessary (residential visits)		
Write or print field study worksheets		
Inform pupils and parents/carers		
Get permission and medical information from parents/carers		
Prepare pupils for field visit work during lessons		
Make a list of pupils involved available to other staff		
Arrange a financial 'float' for emergencies		

### Planning immediately prior to the visit

Action	By when	By who
Collect field study equipment and sheets		
Take special note of children with special medical needs		
Confirm travel arrangements		
Contact parents/carers where there are problems		
Give details to pupils about where and when to meet		
Make safety rules clear to pupils		
Collect first-aid equipment and mobile telephone		