

“Hi there, I’m excited that you are eager to make your school community more invested in culture building and aligned across the keystages, and are looking forward to try out the Calendar process for yourself! I hope you found value in and enjoyed going through the pack and resources.

I invite you to use this **Quick ‘At a glance’ checklist as a reference** to ensure that you do not miss out on any of the ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Feel free to innovate, translate and implement the way you want. And I would love to know how you have done it. Do share your experience”.**

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I. My Checklist:

SETTING THE TONE:

- While closing a month and opening the next month, school leaders should regularly re-iterate that the calendar is an opportunity for the team to uphold culture and co-create experiences as a school.

BEFORE:

- At the beginning of every month (say on the first Tuesday), school leaders should schedule a meeting for designing and sharing of the calendar within and across keystages. They should ensure that student representatives are also invited for the meeting.
- It is important that all team members along with the student representatives come prepared to the meeting with a tentative calendar for their grade. The calendar plan should mindfully include events, happenings/opportunities/important dates with a good balance of Cognitive, Social, Emotional, Physical and Spiritual investments.
- The meeting venue should be a comfortable space conducive for collaboration and discussions.

DURING:

Step 1: Come together as a teacher team to plan the monthly calendar

- The meeting can start with the keystone leaders spotlighting the key happenings scheduled for the month in their keystone.
- Next the teachers can share their gradewise calendar plan. The plan should be open to discussion and suggestions from all other team members and student representatives. This is also a good time to request suggestions/help from colleagues for execution of the activities that a teacher may have planned. Once the team agrees on the plan, the details should be marked on the calendar.
- Every teacher should remember to fill in on her calendar not just key dates for her grade but also for other grades across the school.

Step 2: Co-create the calendar with your students

- Now, factor in a session of 30 minutes with your students, designated as the Calendar meeting.
- Open the session by reflecting on the previous month and then ask the children questions like:
 - What went well in the last month?
 - What could have been better?
 - Who would you express gratitude to? (*Note shout-outs on the board*)
 - Whom did you notice doing great work? (*Note shout-outs on the board*)
- Go on to enthusiastically unpack the upcoming month and discuss the key highlights. Give students an opportunity to examine the planned activities and offer their suggestions for adding or deleting from the Calendar. Don't forget to lend an ear to the student's wish list ☺. *A calendar which is co-created with the students will have the highest probability of successful implementation! This is because students will know what they'll learn and how they'll learn making the process more meaningful to them. They will also feel more ownership over their learning!*
- Next, give them a quick update on the big ideas planned by other grades. Ask children to identify areas where they could collaborate with or help out the students of the other grades.

Step 3: Follow-up and review!

- Based on your dialogue with the students, update the calendar and you may even display it in the class for student reference. It would be a good idea to also display your calendar in the teacher's collaboration space, for reference of your colleagues.
- Encourage students to keep track of the schedule on a weekly basis and keep reflection notes for all the events of the month. Have a quick dialogue with students at the end of every week to review the progress of planned activities on the calendar vis-à-vis the actual execution.

AFTER:

- At the end of the month, book-end the calendar with the month end meeting. Make sure that the presentation is made to both the teacher team as well as students.
- Create & share memories in the form of pictures, videos and shout-outs.

CLOSING THE LOOP:

- Ensure that if the team and students identify any missed events or opportunities they are made a note of and time-tabled for in the coming month.

II. Some important Tips

- Help students to see the relevance of the planned activities, so that they can visualize their growth through cognitive, social, emotional, physical and spiritual experiences over the month.
- While it is important to give a patient hearing to the student's voice always ask them to justify their choices and encourage them to be open to negotiation.
- Your teacher team can also use a shared Google Calendar to receive daily reminders for upcoming events and also to keep each other in the loop. A Google Calendar can also be shared with students and parents to make them aware of upcoming events in the month.
- For the younger grades, diary updates on the planned activities can also be sent for the reference of parents.