

“Hi there, I’m excited that you are planning to try out the Conglom process for yourself! I hope you have gone through the pack and enjoyed seeing the videos.

I invite you to use this **Quick ‘At a glance’ checklist as a reference** to ensure that you do not miss out on each 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. Share your experience”**

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I. My Checklist

BEFORE:

- At the start of the month, timetable and ensure that a variety of Congloms is factored in.
- Figure out who is the best person for that Conglom (whether a different teacher, an expert or a student).
- A day before the particular Conglom, figure out what needs to be covered.
- Make sure all the resources are well planned & ready, and that the time is kept.
- Constantly visually listen to the children. Be open to the possibility of changes, no matter what you may have planned. Suddenly there maybe a child that you find crying. That becomes important more than anything else.
- Congloms can be done as a class Conglom, across the key stage (mixed grades) or for the entire school.
 - For a class Conglom, keep the 5 development/investment areas for the student (Physical, Social, Emotional, Cognitive, Spiritual) in mind. For instance, if the class is too lethargic, physical investment via a sport/game is planned. If the students are not getting along, a Social-emotional conglom can be planned. If arrogance is observed, a spiritual investment Conglom can be planned.
 - Check Resource 1 for various possible themes on Congloms
 - Check Resource 2 for sample Conglom planners based on 5 investments, (Three Filled Samples 2a, 2b, 2c)
 - Check Resource 3 for empty planner template based on 5 investments
- A mixed grade Conglom can be planned to unpack or reflecting on the month’s activities.
- When planning for a School Conglom, it can be in the format of an assembly where talents of individuals are showcased through performances, plays etc. This can be also used as a platform to invite participation and collaboration of the entire school community for ideas and various initiatives.
- Congloms can be both teacher led and student led. In case it is student led, the student might need adequate support to plan for the theme and resources of the Conglom.

DURING:

- Have the students sit up, close and personal.
- Encourage participation and questions from everyone.
- In a student led conglom, be present only as a facilitator.
- Remember to always close a conglom with focus on personal impact or how did it matter. Even if it is to leave them with the feeling of that, *I was noticed*.

BUBBLE TIME: There will be times when you need to do step out separately for a 'Bubble time' with a child, which is a one-on-one. It is an opportunity to listen, observe, counsel and draw out the student so they feel like they are noticed and cared for!

AFTER:

- Self reflect or discuss with the co-teacher after the Conglom. Get the feedback from teachers or even students on what went well and what did not. Reflect once a week or once a month with other teachers on which Conglom mattered the most and why. It helps to understand the ingredients of a successful conglom, and sharpen the practice.
 - Check Resource - 4 for *sample Reflection format on Conglom*

II. Special Tips

- No matter what you have planned, be open to any changes, based on what your children need most. In case, your students need to address their concerns first, that is always most important. The WHO will trump the WHAT and the HOW.
- For higher student engagement, try to stay relevant with what is happening in the class, school, or at home. This is also a good opportunity to introduce global issues that affect the world at large. The teachers shares her experiences during this time so students see the teacher as one of them.