

# The daily planner

The daily planner helps you plan your learning activities and organise your time with your learners. It ensures that the school day is varied and stimulating and also creates a sense of predictability which makes learners feel secure in the school environment.

Activity	What the children do	What the teacher does
Arrival at school	Learners arrive and pack away their bags. They gather together on a carpet or on chairs set in a circle.	Welcome learners.
Health check Birthdays Register Weather chart News (30 minutes)	Learners answer questions about any health problems – e.g. they show you their scrapes, bruises and cuts.	Run a quick head-to-toe check of each child. Keep a health record of any signs of illness observed or medication given. Refer cases that need attention.
Morning circle (30 minutes)	Learners participate in the activity you present.	Introduce new materials, ideas, songs or rhymes, announcements, concepts or skills.
Work time (40 minutes to run concurrently with Small group time)	Learners choose what to do, interacting with the materials in the learning area of their choice.	Provide stimulating materials and challenging activities. Observe, interact, join in, support and assist your learners.
Small group time (40 minutes to run concurrently with Work time)	While the class is engaged in their work-time activities, meet with each group of 6–8 learners at a time to engage in a particular activity you have planned. (You should work on the carpet or at a table.)	Present a special activity – e.g. working with numbers, experimenting with materials or using materials and objects to solve problems.
Tidy-up time (10 minutes)	Learners pack away all the materials and equipment.	Help learners pack away.
Hand washing (10 minutes)	Learners wash their hands.	Provide clean water, soap and towels.
Snack time (20 minutes)	Learners eat their morning snack.	Talk to learners about what they did in work time and prepare the classroom for the next activity.
Music and movement (30 minutes)	Learners participate in music and movement activities.	Present music and movement activities.
Outdoor play and Tidy-up (30 minutes)	Learners enjoy energetic, noisy, physical play.	Observe and supervise learners at play.
Hand washing and toilet time (10 minutes)	Learners go to the toilet then wash their hands.	Supervise the routine.
Story time (30 minutes)	Learners listen to and participate in storytelling. They also share their own stories or talk about the work they completed during work time.	Engage learners with a story. Ask questions that encourage the learners to respond. Allow them to be actively involved in the story.
Rest/quiet time and departure		