**Initial inquiry planning form**

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| Date & Time of meeting: | Members of staff involved: |
| Class/Group(s): | Subject: |
| **Topic:** *Give as much detail as possible. Any connected specification/ SoW? Where can you find it? Which exam board, if relevant? What have students done previously?* | |
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| **Key subject-related knowledge:** *What must* ***all*** *students know by end of unit?* | |
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| **Time available (lessons/homework?). When is inquiry starting?:** *Think about how you will divide this up. If time is short you may need to consider focusing on just one or two inquiry stages rather than doing a full inquiry.* | |
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| **Inquiry skills focus:** *Teacher may have views on this, or this may be determined by Librarian based on a building programme of skills.* | |
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| **Potential inquiry questions:** *These will almost certainly need thought and refinement later but record initial ideas here. Try posting on the* [*FOSIL Group forum*](https://fosil.org.uk/forums/forum/inquiry-and-resource-design/) *for community suggestions after the meeting.* | |
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| **Suitable sources of information:** *Books, internet, databases – have you checked info exists at the right level where they can access it? How will students find/ access them? Who will guide them?* |
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| **Scaffolding resources needed:** *Particularly key for Investigate and Construct stage. Are there existing resources that would work or do you need to create some? Try looking on* [*https://fosil.org.uk/resources/*](https://fosil.org.uk/resources/) *for ideas.* |
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| **Potential modes of delivery:** *Are students coming to the Library or working in the classroom? Do computer rooms need to be booked? Who is delivering this unit – teacher/librarian/team teaching? Online/remote support?* |
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| **Potential Express product(s):** *Poster, leaflet, essay, discussion, presentation, debate, ‘notes’….. Group work or individual? Product can be critical to shaping the inquiry and deciding what resources and support are needed.* |
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| **Marking notes:** *Who is designing the mark scheme and/or doing the marking? What are they looking for? Mark scheme* ***must*** *reflect and reward what students are being asked to do.* |
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| **Follow-up notes:** *Reflect after initial meeting*. *What do I need to do next? Do I need any more info? How is reflection being built in for students? What deadlines do I have for resources?* |
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| Date for next meeting/contact: |

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