

Initial inquiry planning form

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?	
Key subject-related knowledge: What must <i>all</i> students know by end of unit?	
Time available (lessons/homework?). <u>When is inquiry starting?:</u> 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.	
Inquiry skills focus: Teacher may have views on this, or this may be determined by Librarian based on a building programme of skills.	
Potential inquiry questions: These will almost certainly need thought and refinement later but record initial ideas here. Try posting on the FOSIL Group forum for community suggestions after the meeting.	



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?

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://fossil.org.uk/resources/> for ideas.

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?

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.

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.

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?

Date for next meeting/contact:

