



Guide to using PEplanning

PEplanning is an on-line lesson planning service that allows teachers to plan and deliver high quality PE lessons in a fraction of the time it would normally take.

This guide provides the following support:

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1. How to Get Planning

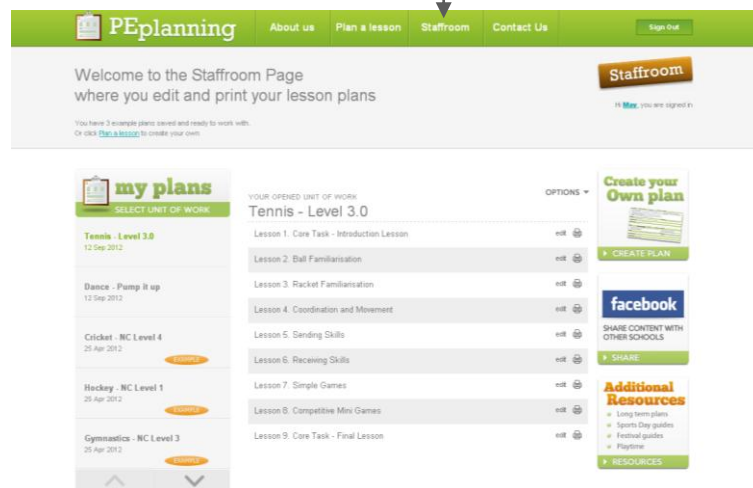
To start creating your PE lesson plans follow the simple steps below:

1. Go to www.peplanning.org.uk

2. Log in using your sign in details:



- ✓ Once you log into your account you will be taken to the 'Staffroom' page



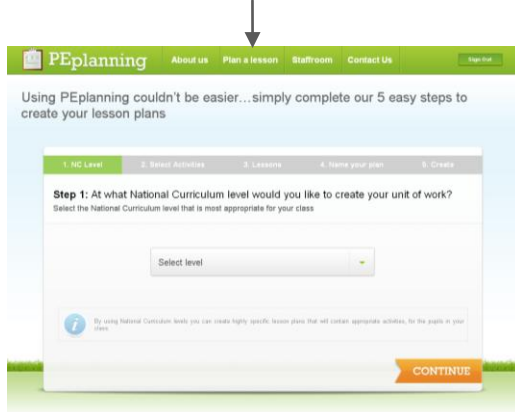
From the staffroom you can create, print and edit your lesson plans



2. Creating Lesson Plans via 'Plan a Lesson'

This function allows you to create high quality lesson plans in minutes. Follow the steps, entering the relevant information and our unique lesson planner will create the plans for you

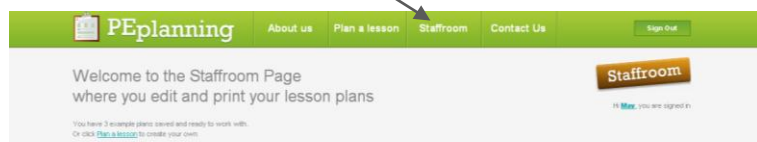
Click on the 'Plan a Lesson' tab at the top of the page



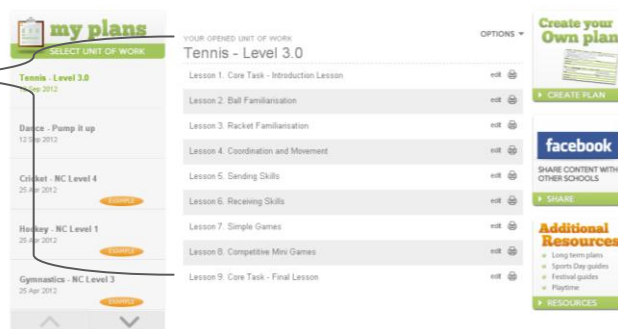
Once on the page simply follow the on screen instructions:


- Step 1:** Select the National Curriculum level you want to deliver your lessons at
- Step 2:** Select the activity you want to deliver
- Step 3:** Select the number of lessons you would like to deliver in this unit
- Step 4:** Give your unit of work a title so you can find it at a later date in your 'My Plans' section
- Step 5:** Click on the 'Create Plan' button

The system will then create the number of lesson plans you have asked for. Once loaded you will be taken to the 'Staffroom' to access these plans



Here you can see your complete unit of work



To print a lesson plan all you need to do is click on the print icon  next to the plan you want to print and follow the on screen instructions

**There you have it; high quality PE lesson plans ready for you to go
and teach created in a matter of minutes**



3. The



The Staffroom contains all the functions available with PEplanning:

The unit of work in the central area is the unit you have open to work with. You can print or edit any of these lesson plans. Clicking on the title of a plan gives you more information about the lesson and access to any additional resources for the lesson

Create your own lesson plans – see notes below

My Plans – stores all units of work you have ever created

'Options' – for the unit you are working with:

- Edit Unit: edit all the plans in the unit
- Print Unit: print all plans in the unit
- Assess Unit: load assessment options for the unit
- Rename Unit: give the unit a new name
- Delete Unit: delete the unit permanently

'Edit' or 'Print' a plan by clicking on the icon next to it

Access the additional resources, including LTP's, Sports Day and Festival Guidance

4. Creating your own lesson plans

PEplanning is much more than an off the shelf PE resource. Our service is designed with the teacher in mind and allows you to create your own lesson plans that meet the specific requirements of your children.

To create your own lesson plans select the 'Create your own plan' →



Create Your Own

With your personal lesson planning service you can create your own plans, complete the four steps to get started.

Select NC Level

Select NC Level

Select number of lessons

Give your Unit a Title

OK Cancel

Complete the steps as set out in the box and click 'ok'



You will now be taken through to the lesson planning screens, to create your own specific plan(s).
The system will guide you through the process, below are a few of the key points to get you started:

Each tab represents a lesson from the unit of work (the white tab, is the plan you are working on)



PEplanning

You are planning to teach 6 lessons in
Cricket at level 3.
Your unit was last saved on: Tuesday 22nd of November 2011
at 09:45:45 AM



Lesson themes
you can select –
hover the cursor
over a theme to
get an overview of
the lesson

lesson 1 * lesson 2 lesson 3 lesson 4 lesson 5 lesson 6

Select a different theme for each lesson in your Unit of Work:

<ul style="list-style-type: none"> Core Task - Introduction Lesson Coordination and movement Fielding - Throwing and Catching Fielding - Throwing Batting - Hitting into space Bowling - Underarm Bowling - At a target Fielding - Tactics Batting - Tactics Rules of the Game Tournament Core Task - Final Lesson 	<p>Fielding - Throwing</p> <p>Throwing is an important skill in cricket and many other games. It is a skill a child will use when fielding</p> <p>The aim of the lesson is to develop the throwing skills of the children</p> <p>The children should focus on developing and improving the underarm throw and be introduced to the overarm throw</p> <p>The children should be introduced to the concepts of:</p> <p>Aiming - throwing the ball in the correct direction</p> <p>Accuracy - throwing the ball as close as possible to the intended target</p> <p>The importance of these aspects in making a good quality throw should be emphasised to the children</p>
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help

Once you have chose the theme for the lesson you wish to plan – click to select

You are now ready to select the content for your lesson. All the content that is available for each lesson has been filtered to meet the initial information you selected (National curriculum level, topic and lesson theme). You can therefore make selections with confidence, knowing you are planning a lesson that will meet the objectives you have chosen and fulfil your specific requirements.

To create your lesson plan all you need to do is complete steps 1 to 5



PEplanning

You are planning to teach 6 lessons in Cricket
at level 3.
Your unit was last saved on: Tuesday 22nd of November 2011 at
09:45:45 AM



Lesson 1. Fielding - Throwing * lesson 2 lesson 3 lesson 4 lesson 5 lesson 6

Step 1 - Objectives

Step 2 - Activities

Step 3 - Assistance

Step 4 - Cross Curricular Opportunities

Step 5 - Finish, Save & Print

help

- To open a step simply click on it
- To close a step click on it again – closing a step automatically saves any selections you have made



Step 1: Select the National Curriculum objectives for the lesson

You are planning to teach 6 lessons in Cricket at level 3.
Your unit was last saved on: Tuesday 22nd of November 2011 at 10:02:29 AM

Lesson 1. Fielding - Throwing * lesson 2 lesson 3 lesson 4 lesson 5 lesson 6

Step 1 - Objectives

Acquire and Develop AD
Return the ball quickly and accurately when fielding - AD Level 3

☐ Throw the ball with increased accuracy - AD Level 3
☒ Return the ball quickly and accurately when fielding - AD Level 3
☐ Throw the ball increasing distances - AD Level 3

Select and Apply SA

Evaluate and Improve EI

Knowledge and Understanding of Fitness and Health KUFH

help

Step 2 - Activities

Open and close strands by clicking on them

Add or remove objectives by clicking on them

Step 2:

a) Select your activities

You are planning to teach 6 lessons in Cricket at level 3.
Your unit was last saved on: Tuesday 22nd of November 2011 at 10:12:18 AM

Lesson 1. Fielding - Throwing * lesson 2 lesson 3 lesson 4 lesson 5 lesson 6

Step 1 - Objectives

Step 2 - Activities

Activity * Add Activity

help

Warm Up
Domes and Dishes
Follow the Leader
Rob the Nest: Throwing and Catching
Stuck in the Mud
On or Under
Make them reach

Make them reach
The children are to work in pairs and should stand facing each other 4/5 steps apart with 1 ball per pair
Ask the children to imagine their feet are 'glued' to the floor so they are unable to move
The children should throw their ball back and forth to each other
The child receiving the ball must catch it without moving their feet
The children should keep throwing and catching the ball

Coordination and Movement

Skill Development

Game

Warm Down

Plenary

Choose the part of the lesson you want to add an activity to from the options, simply click on the sections to open and close

Select the activity you want to add, hover the cursor over each to see a description. Once you have chosen the activity you want, click to select



b) Add the options for your activity

Description of the activity

Select the teaching points you want to use in the lesson

Select the NC strand based on your Learning Objective selection

Change the time from the suggested one to suit your requirements

Diagram - shows you how to set up the activity

Add differentiation, progressions or analysis as necessary – click these buttons where they are available to add the options you want to the activity

The screenshot shows the 'Step 2 - Activities' screen. It includes a 'Warm Up' section with a star icon for 'Add Activity'. The main area contains a description of the activity, a 'Select Teaching Point' section with checkboxes, a 'Diagram' showing a circular arrangement of children, a 'Select Strand' section with checkboxes, and an 'Equipment' section. At the bottom, there are buttons for 'Differentiation', 'Progression', and 'Analysis', along with a 'help' button. Below the main content are sections for 'Step 3 - Assistance', 'Step 4 - Cross Curricular Opportunities', and 'Step 5 - Finish. Save & Print'.

When you have made the selections for the activity you can add your next one by clicking on the 'Add Activity' tab (★), keep repeating the process until you have added all the sections of your lesson plan.

Step 3: Add your assistance notes

Add any notes that are specific for:

1. Your teaching assistant – the role they are to play in the lesson

2. Any SEN information – any relevant SEN details for the lesson

Simply type the specific details into each of the boxes

The screenshot shows the 'Step 3 - Assistance' screen. It includes a 'Teaching Assistant to support lesson by:' section with a text input field containing the text 'Work with small groups and emphasise the key teaching points'. Below this is a 'SEN Information:' section with a text input field. At the bottom, there is a 'help' button. Below the main content are sections for 'Step 4 - Cross Curricular Opportunities' and 'Step 5 - Finish. Save & Print'.



Step 4: Add your cross curricular links

Add links on each of the tabs – Keywords (literacy); Citizenship; ICT; Numeracy and Risk Assessment

Simply check
the options you
want to add by
clicking on
them

Step 4 - Cross Curricular Opportunities

Keywords | Citizenship | ICT | Numeracy | Risk Assessment

Select appropriate keywords for your lesson

- ☒ Accuracy
- ☐ Aim
- ☒ Aiming
- ☐ Attack
- ☐ Awareness
- ☐ Back Swing
- ☐ Backward defensive
- ☐ Backwards
- ☐ Balance
- ☐ Ball
- ☒ Ball control
- ☐ Bat
- ☐ Batting
- ☐ Be patient
- ☐ Beanbag
- ☐ Blue
- ☐ Body
- ☐ Bounces

help

Step 5: Your lesson plan is now complete. You can.....

Step 5 - Finish, Save & Print

Save and Exit | Save & Continue | Save & Print | Assessment


help

Click on any of the buttons depending on the option you want to take

- ✓ 'Save and Exit' – saves the plan and takes you to the 'staffroom'
- ✓ 'Save and Continue' – saves the plan and allows you to continue to work on it
- ✓ 'Save and Print' – saves the plans and loads a copy for you to print
- ✓ 'Assessment' – allows you to load the various assessment options for the unit of work

You have now created a high quality lesson plan that meets your exact requirements

What next?

You can continue to plan the rest of the lessons in your unit of work or come back and plan them later by visiting your 'my plans' section and clicking on the  icon next to the 'unplanned' lesson.

You can also edit any lesson plan you have saved in your 'my plans' folder by clicking on the edit icon next to the plan.



5. Require any further Help?

There is help available throughout the system, via the

Help

buttons positioned on each page to further guide you through the process.

Should you require any additional support please feel free to contact us on the following details:

E: matt@peplanning.org.uk

T: 01535 644 777