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Using the *LEM Home Education Planner*

About the Planner Sheets

- **Curriculum Listing**

Record each text book on the *Curriculum Listing* sheets. Most texts are organized into chapters, lessons or pages. Divide by 40 to give you the approximate weekly goal for each book.

For example:

Maths: *Rod and Staff — Mastering Mathematics 7*, has 152 lessons on 470 pages with 7 tests.

As Maths is important, we will allocate one lesson per day, i.e. 5 per week and 200 lessons per year.

Revision time: It is a good idea to set aside every tenth lesson for revision (which includes extra time to be spent on areas of difficulty). In this case, we would set aside twenty lessons for revision for the year. Thus we will have 200 lessons minus 20 revision lessons = 180 normal lesson times to complete the work and tests.

Calculation for the year's work: Our book has 152 lessons plus 7 tests = 159 lessons. Divide 159 by 40 (= 3.975), so 4 lessons (including tests) need to be done each week.

General Comment

Some books can be completed in less than 40 weeks and this is usually indicated somewhere in the book. This leads to two basically different approaches. The first is to extend the time taken to complete the book, which, for example, could be done by reducing the length of each lesson. The second is to finish the book in twenty weeks, for example, and plan another short course for the remainder of the year.

Kindergarten children will normally complete their academic studies in the morning. It is often counter-productive to push kindergarten children to study academic subjects for more than three or four hours a day.

- **Monthly Organizer**

The *Monthly Organizer* sheets give you the opportunity to thoughtfully plan your year's activities, and provide you with a "bulletin board" to remind you of up-coming events.

As soon as practical, you should begin to pencil into the *Monthly Organizer* sheets the appointments your child must keep, such as sports training, music or foreign language lessons, callisthenics, Youth/Bible study group, medical appointments, part-time work, babysitting, etc.

- **Weekly Timetable**

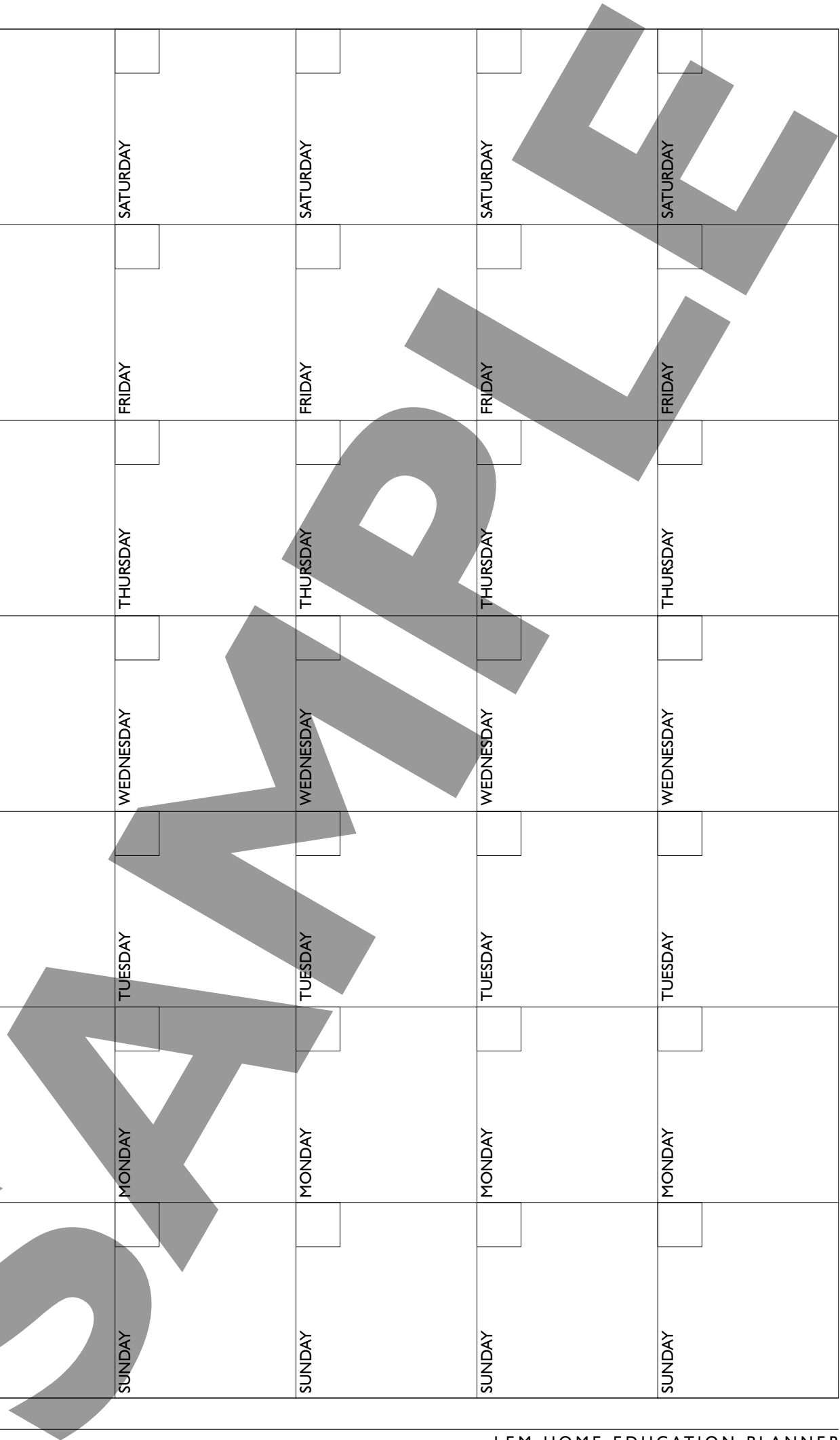
This sheet is designed to help you plan your weekly routine. It is very helpful for the majority of students (and parents) to have a timetable to assist in their work discipline. We have provided two copies as you may wish to set your own times for your specific timetable.

- **Daily Work Diary**

The *Daily Work Diary* is designed for you to set out the work planned and then to note any discrepancies that require adjustment. You are now ready to begin to pencil in the *Daily Work Diary* for the first day. Do this in pencil so that errors may be corrected easily.

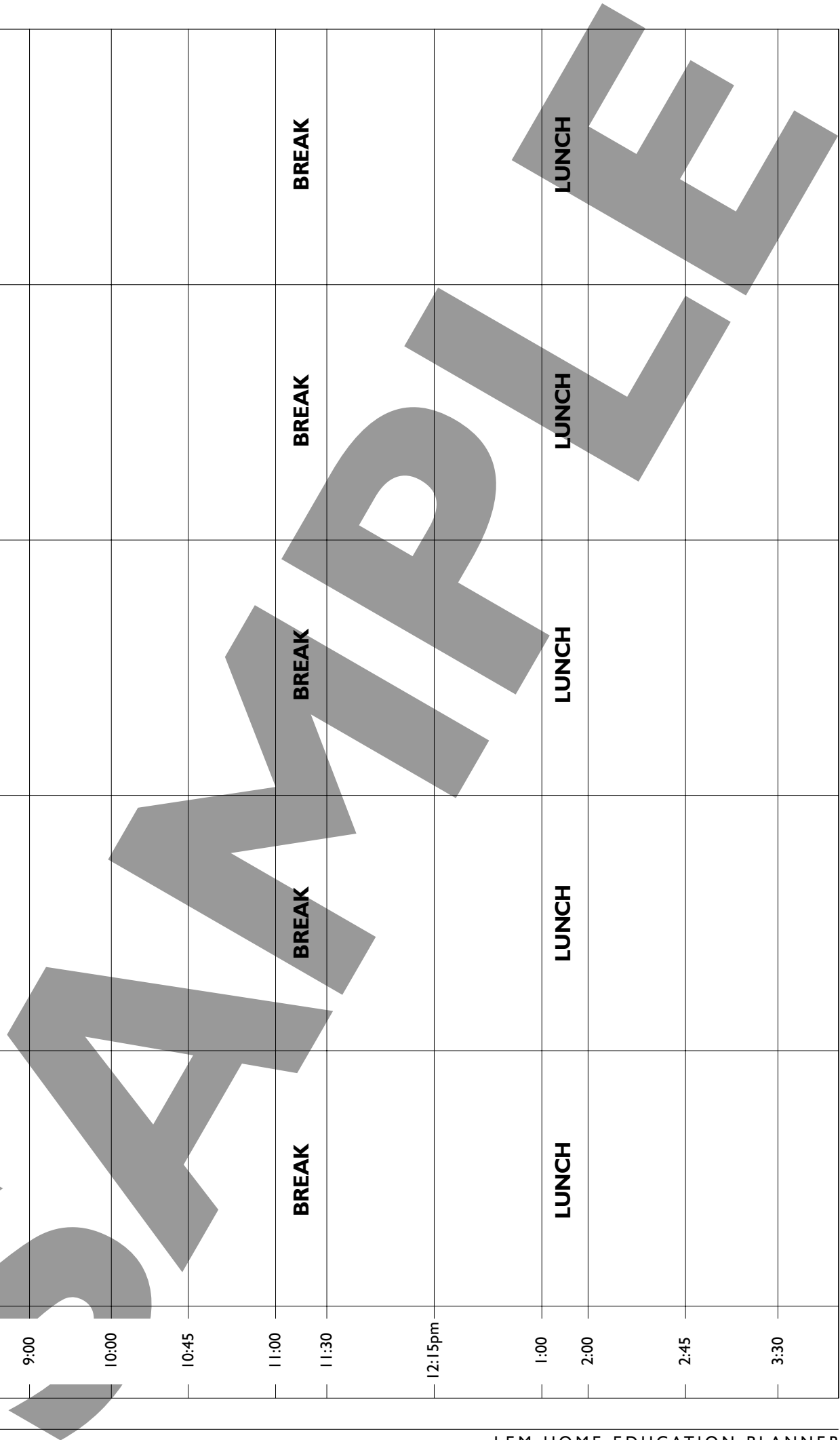
Monthly Organizer *January*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	



Weekly Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am					
9:00					
10:00					
10:45					
11:00	BREAK	BREAK	BREAK	BREAK	BREAK
11:30					
12:15pm					
1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:00					
2:45					
3:30					



Notes:

	THURSDAY	FRIDAY	NOTES

SAMPLE

