

IN MY FILE

What's the purpose of a subject leader's file? It's a tool, a working document to inform you and anyone else of what should be happening in the subject and to help you **maintain** and **develop** it.

When you take over Geography from whoever led it before, you should find they had a subject leader's file. Some headteachers give you a list of what to include so you can branch out from and add to that. Sometimes you find the file has left with the last coordinator, although a photocopy or computer file version at least should have been left for the school.

If you are starting off your own new file or want to check on the current one, here is a list of useful contents:

- Geography policy – an example policy statement appears on page 342-347 of the *Primary Geography Handbook*, S. Scoffham (ed), 2005, Sheffield: Geographical Association
- Schemes of Work however your school sets them out. It's best to include a long-term plan or curriculum 'map' showing which geography topics or aspects happen in which term, which bits are ongoing and where fieldwork or special events, such as a geography week, occur. Follow this with medium-term plans, or cross-curricular topic plans with the geography aspects highlighted
- A resources list, including the most useful websites and location of resources
- Any monitoring and evaluation reports on the subject
- Action plan for the subject related to the School Improvement Plan
- Budget bids
- Running record of spending
- Extract from the last Ofsted Inspection report mentioning the subject, former S4 form or current School Evaluation Form relevant comments, dated
- List of useful places/contacts for fieldwork
- A few celebratory photos of special geography events such as assemblies or a Geography Day/Week
- Risk assessments for field visits or copies of risk assessments in main school file for off-site visits. An example of a fieldwork risk assessment is available at www.geography.org.uk/primary/fieldwork
- You may wish to have a second file which contains some examples of your pupils' assessed work in geography to show standards expected and possible in your school. This can be shared with new staff and used to remind all staff. It can be used to illustrate the range of work possible in geography (maps, diagrams, factual and creative writing, poetry, annotated photos, field sketches etc.) as well as the quality
- Cross-phase links and relevant community link notes
- Copies of any school awards to which geography has contributed or which have a recognisable geographical input, for example Eco Schools or the GA Primary Quality Mark (see www.geography.org.uk/primary/primaryqualitymark)

Many of these documents will be held on the school intranet and can be easily amended but it is good practice to have a printed hard copy available too. They will also be easily available to all staff in this form – in theory all staff can find out what resources the school has for geography!