



# The National English Spelling Competition

## How to Write Strong Reflection Statements for the TPDS program

### Reflection Statements: How to Write Them

To receive credit points from the Teacher Professional Development Scheme, you may need to write a reflection statement. Credit points that you can gain by participating in NESC that require a reflection statement are:

- 1) **Preparing Students for Competition**
- 2) **Coordinating a Club for the year**
- 3) **Social/Community Project**
- 4) **Organizing a Summer Camp (if you are a Regional Representative)**

Each reflection has different specific details the teacher needs to include. We have a list of these specific details in this document. However, there is basic information that every reflection needs that can make it easy to write if you follow a 3-paragraph simple response style.

#### **First Paragraph**

Introduce the project name and the time the project started and ended. You must include the goal of the project and how you measured if the project was successful or not (your objectives). You should include why you started this project and why the goal is an important one for your school/community. Then you must briefly state the successfulness of the project (Was it 100% successful? Was there room for improvement? Did you like the project, but want to make some changes for the future?).

#### **2<sup>nd</sup> Paragraph**

How the processes to reach the goal were conducted. What did you do first, next, and then last. How did you collect data and what were the specific final results? How did students score on your assessment? Clarify if this was expected or not expected and why. Then state that you have identified the most successful part of the project and the areas where improvement is possible or needed.

#### **3<sup>rd</sup> Paragraph**

What mistakes or gaps were there in executing the plan? What risks existed for this project and what opportunities? What has the teacher identified could have made the project better and how? What process improvements will you include for the future to make it even better? What did you learn from the process and what will you keep in mind next time you do something like this? What are your next steps after this part of the project and how will you repeat it in the future?



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### Reflection Statements: Requirements of individual Credit points

The basic reflection outline above covers nearly every point you need for the credit points you can earn through NESC. There are very small differences between each reflection that is submitted to the school committee for review. To make sure our format fits the guidelines for the committee, here are the listed requirements for reflection statements.

#### **Preparing Students for Competition (0.5 CR)**

- 1) The effectiveness of the conducted work/carried out activities to reach the goal is justified by the teacher in the reflection.
- 2) Reflection provides teacher's analysis and assessment of the conducted work and achieved results of him/her.
- 3) In the reflection, teacher analyzes the identified mistakes/ gaps and draws appropriate conclusions, plans the ways to improve his/her work.

#### **Coordinating a Club for a Year (1.00 CR)**

- 1) The idea of founding a club, its urgency and importance are justified in the reflection.
- 2) In the reflection, teacher analyzes and evaluates the work conducted by him/her and outlines how the club goal(s) were reached.
- 3) Reflection describes and analyzes the risks and challenging factors, that could have an impact on club work, as well as the measures taken in order to avoid/eradicate them.
- 4) In the reflection, teacher analyzes the gaps and mistakes identified during the working process and draws appropriate conclusions, plans the ways to improve his/her work.

#### **Social Community Project (0.5 CR)**

- 1) Were the goals reached?
- 2) Which activities went according to the plan?
- 3) Which of them could not be carried out and why?
- 4) In which component was the project most successful and why?
- 5) What benefit did the project participants get?
- 6) What needs to be improved and how?
- 7) Were some activities added and/or modified in the process of project implementation? If yes, why?
- 8) What are you going to consider in the future while working on the same kind of project?

#### **Organizing a Summer Camp (1.00 CR) (ONLY Regional Representatives will receive material for this)**

- 1) Summer school importance and urgency is justified in the reflection.
- 2) Reflection describes and analyzes risks and threats, that could have an impact on summer school activities, as well as the measures taken in order to avoid/eradicate them.
- 3) In the reflection, teacher describes, analyzes and evaluates the work conducted by him/her within the summer school activities.
- 4) In the reflection, teacher analyzes the gaps and mistakes identified during the working process and draws appropriate conclusions, plans the ways to improve his/her work.



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### Reflection Statements: Sample

Students were prepared to compete in the Kangaroo Counting Contest for 2018 from December 2017 until March 2018. Students in grades 6-12 competed for the opportunity to attend the national counting competition. The purpose of preparing students for this competition was to have them improve basic mathematic ability through friendly competition and focused study. I structured my student preparation activities with the goal of having all students that compete score at least a 25/50 on the local test. The 2 top scores would move on to the regional round and I wanted at least 1 out of the contestants to demonstrate their mastery of basic kangaroo counting by placing in the top 10 in the region. This preparation and competition is important for the students of Lemon School because for the past 5 years, only 5 students have successfully passed on to the final rounds of Olympiads in Georgia. By having students actively engaged in mathematics learning outside of the classroom, we can improve the confidence of students and performance overall in the classroom and Olympiads. This project was successful because out of 110 math students in grades 6-12, 44 participated in the local round and all students scored more than 50% on their local tests. However, the school did not have a regional finalist place in the top 10 which indicates that the students in Lemon school still need more mathematics training to be very competitive. During the preparing of students there was evidence of possible places to improve to keep in mind for the next opportunity to prepare students.

To prepare students, we held 2 lessons a week for 4 weeks. We stayed after school for an hour every day and we followed lesson plans to practice basic counting skills. We would do a warm-up, then we would introduce new counting skills, practice those skills, and then I would test to see how strong each student was in the new skills. Every lesson, I gave a kangaroo counting test with 25 questions to see how well they were doing. Students started to get higher and higher scores until all 44 students I prepared scored at least 20/25 on the last test. I gave the students back their tests each lesson to study and prepare for the next lesson. I expected students to struggle with multiplying kangaroos, but actually the harder lesson for students was division of kangaroos. We had to adapt the next lesson to include more division practice. In the end, all of the students scored a 25/50 or more on the local test meeting my expectations. Where I could improve my lessons for next time is to have more engaging games where students get to move around. My students would get a little tired and bored during lessons from too much sitting. Next time I should use the board or have students stand around tables and do activities with kangaroo math.

The biggest gaps in my plan was getting all students to come to every lesson after school. Students have many commitments and it was hard to find a day and time that worked for everyone. On average, I had 20 students stay with me after school for each lesson. The biggest risks for this project was students finding the information boring or too hard and quitting the competition. I kept this from happening by reminding students that it was good practice for the future and that even if they do not win, it is okay and they can try again next year. Next year I will also include more lessons on division of kangaroos and more games/activities that are fun for students so they are not bored. My next steps are to work with students next year to prepare for this competition earlier so we can prepare for 10 weeks. If we have more time, I think we can get a student in the top 10 for the regional competition. I am excited to see what we can do next year now that I have had 1 year to see what kind of help and motivation students need.