

1:1 Check-In Implementation Plan (Cycle 1-3)

1. Core Principles

- Every student must be seen, heard, and supported.
- Check-ins focus on wellbeing, learning, and progress.
- All students must be tracked consistently.

2. Cycle 1 (Grades 1-4)

Frequency

- Minimum: Once every two weeks

Responsible Teacher

- Homeroom teacher

Timing

- During independent work time
- During non-teaching periods
- Rotate students across the week

Structure

- Duration: 10 minutes
- Discuss wellbeing, understanding, and challenges

3. Cycle 2 (Grades 5-8)

Frequency

- Weekly (mandatory)

Responsible Teacher

- Homeroom teacher

Timing

- During independent work time
- During non-teaching periods
- Rotate students across the week

Structure

- Duration: 10–15 minutes
- Focus on learning gaps, engagement, wellbeing, and progress

4. Cycle 3 (Grades 9–12)

Frequency

- Weekly (mandatory)

Responsible Teacher

- Each student assigned one main advisor teacher [homeroom teacher]
- Counselor

Timing

- During independent study blocks/ Asynchronous time
- Scheduled advisory/check-in period

Structure

- Duration: 15 minutes
- Focus on progress, deadlines, wellbeing, and exam readiness

5. Monitoring and Tracking

- Teachers must record each check-in
- Leadership reviews logs weekly
- Identify and support at-risk students