



Spencer Park Primary School Professional Development Policy (2010)

RATIONALE

Professional Development provides a means for improving student learning by increasing the skills, knowledge and abilities of all staff, resulting in better programs for the students.

Professional development benefits the school as a whole as well as via the individual sharing the skills/knowledge gained.

Access to professional development is equitable and fair for all staff.

Professional Development should be linked to Department initiatives, the School Development Plan and/or an individual's performance management.

POLICY

Department of Education Policy states that ***all staff are required to participate in professional development to enhance their performance.***

THE PLANNING PROCESS

The staff member wishing to attend professional development submits a '*Professional Development Request*' form detailing the type of PD, desired outcomes, financial considerations and expected form of feedback to staff.

Attendance at the desired professional development is either;

- Approved in full: All costs noted on the request being met by the school
- Approved in part: Some costs may be the responsibility of the participant
- Not approved: Reason given

Applications for professional development may be referred to the School Finance Committee for consideration, depending on the type and cost of the PD sought. The Principal has final approval of all professional development attended during work hours, or funded through school funds.

EVALUATION PROCESS

It is expected that staff attending professional development will provide feedback to other staff either by handouts, information-sharing sessions, workshops or any other means that meets the goal of promoting staff growth.

BUDGET

The School Finance Committee allocates money to the Professional Development budget. This includes salary for teacher relief and cash for contingencies.

Any application for changes to the Professional Development budget needs to be submitted to the School Finance Committee. It is the responsibility of the School Finance Committee to ensure money is allocated in a manner that is fair and equitable for all staff and meets the needs of the campus as well as the individual.

SUBSIDIES AND PAYMENTS

PAYMENT TO STAFF

Part time staff may be paid to attend professional development if the Principal requests the staff member to attend and the professional development falls on a weekday that is a non-rostered day for that staff member. This includes days such as School Development Days. This does not override the staff member's right to refrain from working on a designated non-rostered day.

SUBSIDIES

Subsidies include; travel, accommodation and taxi subsidies as set by the Professional Development Committee. Currently these are set at:

- Travel May be partially funded depending on the situation.
- Accommodation May be partially funded depending on the situation.
- Taxi Up to \$20.00 per day for transport between accommodation and venue when attending professional development out of the Albany area – receipt needed (no credit card payment).

Please note that any costs for professional development not met by the school can be claimed on an individuals taxation return.





Spencer Park Primary School PROFESSIONAL DEVELOPMENT REQUEST FORM

PROFESSIONAL DEVELOPMENT DETAILS

NAME OF PARTICIPANT
COURSE TITLE
DATE(S)
VENUE

OBJECTIVE OF ATTENDING COURSE
<i>For example, relates to School Development Plan, Performance Management, Centre Function</i>

FORM OF FEEDBACK TO OTHER STAFF
<i>For example, handouts, workshop, information sharing</i>

TRAVEL TIME REQUIRED	FORM OF TRAVEL
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RELIEF NEEDED?	Yes	No	List dates
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COST INVOLVED	
Registration	\$
Travel	\$
Accommodation	\$
Total estimated cost	\$

APPROVAL	
Approved Allocations	Not approved - Reason
Registration	
Travel	
Accommodation	
Total amount	

Principal's Signature _____

Date _____