

Professional Practice Days Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support.

Rationale

Each full time teacher is entitled to release from their scheduled duties (as per 2022 VGSA arrangements), including teaching, to focus on the improved delivery of high quality teaching and learning. These days are in addition to existing pupil free days.

1. Guidelines

- 1.1 The timing of each day for each teacher will be nominated by the teacher and be agreed in consultation with the Principal. The Principal will make the final decision in accordance with the guidelines
- 1.2 The teacher will ensure that the learning program of the students is continued during the professional practice days
- 1.3 The work undertaken on these days will be consistent with DET and school priorities and selected from the following areas: planning, preparation, assessment of student learning, collaboration, curriculum development, relevant professional development and peer observation including feedback and reflection.

2. Implementation

- 2.1 Each year, a full-time teacher is entitled to professional practice days as provided for in the 2022 VGSA
- 2.2 All staff will be issued with a copy of the School Annual Implementation Plan and are asked to consider this, their Performance and Development Plan (PDP) and their specific teaching allotments when determining the focus for their professional practice days
- 2.3 Teachers will prepare suitable and sufficient work for classes left
- 2.4 Normal attendance rules and times of the day apply for all professional practice days
- 2.5 Professional practice days are pro-rata for part-time teachers
- 2.6 The time release for Professional Practice Days for part time teachers are determined in hours given that the standard hourly rate for a full time teacher is 38 hours per week

Days Worked Per Week	Hours Allocated Per Term
5	7.60
4	6.08
3	4.56
2	3.04
1	1.52

- 2.7 The timing and focus of each professional practice day will be nominated by the teacher in agreement and in consultation with the Principal. Where the timing and/or focus are not agreed, the timing will be determined by the Principal and the focus of the day will be determined by the teacher, and will be consistent with the focus areas described above (in the guidelines)
- 2.8 Consideration will be given to teachers who wish to work in teams; to develop consistency in their practice, for planning or for group professional learning
- 2.9 If a staff member is absent on their allocated day, they will not be allocated an alternative day. If the absent member is in a team, the team's professional practice day will still go ahead.

3. Resources

- 3.1 This Policy is underpinned by the:
- a) Victorian Government Schools Agreement 2022

4. Evaluation

The Education Sub-committee and Weeden Heights PS staff will review the effectiveness of the school's Professional Practice Days Policy on a cyclical basis in accordance with DET guidelines.

Policy Review and Approval

Policy last reviewed	2019
Consultation	Principal Staff Education Sub Committee and School Council
Approved by	Principal
Next scheduled review date	2026 <i>Not mandatory review cycle</i> <i>Professional Practice Days are removed from the VGSA in 2025 so policy will retire.</i>

