



Professional Practice Days Policy

(Ratified by School Council: March 2018)

Rationale

From the commencement of the 2018 school year, Victorian Government school teachers are entitled to one day per term release from their scheduled duties, including teaching, to focus on the improved delivery of high quality teaching and learning. These are referred to as Professional Practice Days (PPD's) and they are in addition to existing student free days (Curriculum Days). Part time teaching staff are also eligible to access the PPD's on a pro rata basis.

Each PPD must have an explicit link to the teachers' Professional Development Plan (PDP), the School's Annual Implementation Plan (AIP), and the School's School Strategic Plan (SSP). If there is no clear linkage, then the Principal will not approve the PPD.

1.0 Guidelines

- 1.1 The work undertaken during PPD's will be consistent with Departmental and school priorities and selected from the following areas: planning, preparation, assessment of student learning, collaboration, curriculum development, relevant professional learning and peer observation including feedback and reflection.
- 1.2 The timing and focus of each day for each teacher will be nominated by the teacher and be agreed in consultation with the Principal. The Principal will have the final say on approval of dates, but may not deny a staff member access to PPD's. If there is a dispute in days, reference may be made to the Consultative Committee, or the Australian Education Union.
- 1.3 Teaching Teams may select to conduct simultaneous PPD's.
- 1.4 PPD's are pro rata for a teacher employed part time as stipulated in point 2.8 (below).
- 1.5 The financing of a paid PPD's will only be covered by the School if the day was originally detailed in the School's overall Professional Learning Budget. Teachers may still attend a fee-paying PPD, with the provision to pay their own expenses and make possible tax deductions related to the fee-paying service they engage with.
- 1.6 All teachers are entitled to one PPD per term, totalling no more than four days per school year. PPD's not taken during a term cannot be banked or given retrospectively in another term.

2.0 Implementation

- 2.1 All teaching staff will be issued with a copy of the School Strategic Plan (SSP), Annual Implementation Plan (AIP) and the Council of International Schools (CIS) recommendations and are asked to consider these, the school's professional learning plan, their performance and development plan (PDP) and their specific roles and responsibilities when determining the focus for their PPD's.
- 2.2 Teaching and Learning Leaders (TaLL's) will have the opportunity to request coordination of teacher release to enable level teams to use PPD's for team planning, moderation, assessment, observations or joint professional learning. This will only occur if ALL members of the team agree.
- 2.3 If possible, the school will provide a designated space for teachers to meet and work during their PPD's. If undertaking a PPD off-site, the teacher must engage in a DET approved workplace or RTO approved workplace. PPD's cannot be engaged within the private residence of any person.
- 2.4 In scheduling PPD's, teachers are not to plan for these during the first and last week of the school year, school term, and/or during camp weeks.
- 2.5 Teachers will complete a professional practice application form, which will indicate the date, location, nominated focus for their work and other staff involved. The application form must be signed by the teacher and Principal/Assistant Principal and then stored in the teacher's personnel file.
- 2.6 Normal attendance rules and times of the day apply for all PPD's.
- 2.7 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 set out in guideline 1.1.
- 2.8 The time release for PPD's for part time teachers will be as follows:

Time fraction	Number of hours
0.9	4.5 sessions/hours per term
0.8	4 sessions/hours per term
0.7	3.5 sessions/hours per term
0.6	3 sessions/hours per term
0.5	2.5 sessions/hours per term
0.4	2 sessions/hours per term
0.3	1.5 sessions/hours per term
0.2	1 session/hour per term
0.1	25 minutes per term

- 2.9 Teachers are to leave a detailed teaching and learning program (TLP) with engaging learning tasks for their class(es) whilst completing their PPD's. This includes the coverage of any yard duties.
- 2.10 CRT replacement will endeavour to be used, however if financial issues arise, the Principal may cancel support programs in order to support PPD's; given that teachers will still receive their mandated access to 2.5 hours EFT of non-face-to-face teaching time. Support teaching staff will not be replaced by CRT's.
- 2.11 When a teacher takes a PPD, this will be communicated in writing to the class/es of the teacher, detailing the focus and intent of attending the PPD. These communications are to be sent out between one-two weeks before the date of the PPD.
- 2.12 If a teacher selects a PPD which falls on a day when they have non-face-to-face time, they will forgo this allocation; so long as they still engage in no more than 22.5 hours of face-to-face teaching time in one week.
- 2.13 All teachers attending PPD's will be expected to provide the Strategic School Improvement Team (SIT) with a synopsis of the day and a reflective entry of how the session has/ will impact upon their teaching practice.
- 2.14 If the PPD is taken on the day of a scheduled after school professional learning session or team meeting, the teacher must make every effort to return for the meeting or make other arrangements in consultation with the Principal.

Related Legislation

Victorian Government Schools Agreement 2017

EVALUATION

This policy will be reviewed in accordance with the Upwey South Primary School Policy Review Timeline, more often if necessary due to changes in regulations or circumstances.

Due Date for Review:

March 2020



UPWEY SOUTH
Primary School

Teacher - Professional Practice Days Application Form

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From the commencement of the 2018 school year, Victorian Government school teachers are entitled to one day per term release from their scheduled duties, including teaching, to focus on the improved delivery of high quality teaching and learning. These are referred to as Professional Practice Days (PPD's) and they are in addition to existing student free days (Curriculum Days). Part time teaching staff are also eligible to access the PPD's on a pro rata basis.

As stipulated in Upwey South Primary Schools, Professional Practice Days Policy, Point 2.5 "Teachers will complete a professional practice form, which will indicate the date, location, nominated focus for their work and other staff involved".

Teacher's Name: _____

Preferred Date of PPD: _____

Focus of PPD and linkage to PDP/ AIP/ SSP:

Location of PPD: _____

Names of other staff participating (if applicable): _____

Signed: _____ **Date:** _____

Teacher

Approved: _____ **Date:** _____

Principal/Assistant Principal

Nb. A copy is to be placed in the Teacher's Personnel File.