

School Development Days: Procedures (2013)



School Development Days procedures

This document outlines the Department's procedures for school development days.

1. Introduction

- 1.1 These procedures provide directions to staff for the administration of school development days and procedures for variation in NSW public schools. It is to be read in conjunction with the *Professional Learning Policy for Schools (2004)* and *Australian Professional Learning Charter for Teachers and School Leaders (2012)*.
- 1.2 The purpose of school development days is to assist whole school strategic planning and staff development which contributes directly to the improvement of student learning outcomes through the provision of targeted professional learning activities aligned to departmental priorities and quality leadership practices.
- 1.3 Five school development days are available each year: the first day of the school year, the first day of Terms 2 and 3 and the last two days of Term 4. Of these five school development days, the first three are available to all staff. The last two days are available to all teachers.
- 1.4 This document supersedes *School Development Days: Procedures (2010)*.

2. Guiding Principles

- 2.1. The content of school development days should be determined by the principal in consultation with staff and the school community.
- 2.2. The content of school development days should be informed by departmental priorities and the strategic directions of the school plan.
- 2.3. The Director-General may identify broad topics for school development days which reflect the priorities for public education in NSW.
- 2.4. The organisation of school development days should:
 - enable all staff to be involved in the planned activities
 - involve the school community where appropriate
 - include arrangements for the welfare of students who attend on the day.
- 2.5. Schools that wish to vary the date of a school development day should complete the School Development Notification of Variation and forward it to their Director Public Schools NSW.

3. Variation of Term 4 School Development Days

- 3.1. The two additional school development days for teachers on the last two days of Term 4 of each year may be rescheduled with the clear agreement of the majority of teachers within the school.

- 3.2. The variation of a Term 4 school development day may be implemented as a whole day or a minimum of half days.
- 3.3. Rescheduled Term 4 school development days should be held in either the school holidays (excluding the Christmas and New Year period of the summer vacation) on a weekend or after school. If they are held on a weekend, schools may only use one day of the particular weekend.
- 3.4. Staff members, including part-time staff, should be consulted on the proposed rescheduling of Term 4 school development days.
- 3.5. Provision should be made to consult absent staff on the proposed rescheduling of the Term 4 school development days.
- 3.6. In the event that one or more staff are unable to participate in a rescheduled Term 4 school development day, the principal is required to make arrangements for the staff member/s to participate in appropriate professional development on the last two days of Term 4 at their school or an alternative school if necessary. Staff who did not participate in a rescheduled Term 4 school development day are required to attend.
- 3.7. The rescheduling of either of the two Term 4 school development days may have implications for staff leave and/or payments and this should be considered.
- 3.8. Staff may not submit a leave application form for non-attendance at a rescheduled Term 4 school development day.
- 3.9. Where a staff member does not attend a rescheduled school development day that staff member will be required to work the day/s during the last two days of Term 4 undertaking professional learning activities.
- 3.10. Principals are required to make provision to ensure that where a temporary or casual employee is to be included in a rescheduled Term 4 school development day, time in lieu or payment arrangements have been agreed to with the staff member.
- 3.11. Principals should make provisions for staff who are appointed to the school or who return from extended leave after the school has engaged in rescheduled school development days or intends to reschedule school development days.
- 3.12. Planning should take into consideration any pre-existing out of hours school activities.
- 3.13. In the event that a principal includes school administrative staff, general assistants or other public sector staff in varied Term 4 school development days the principal should ensure staff are aware of the different industrial arrangements which may apply such as additional hours, overtime and time in lieu.

4. Responsibilities and Delegations

- 4.1. Principals:
 - i. are required to provide clear information to students and parents regarding

attendance requirements and supervision arrangements on scheduled school development days.

- ii. are required to confirm the accuracy of staff attendance records.
- iii. are required to provide staff with information on attendance requirements for rescheduled school development days.
- iv. are required to confirm that employment arrangements that have been made for casual/part-time staff are possible in payroll.
- v. are required to implement a risk management strategy which addresses the duty of care needs for students and staff who attend on the last two days of Term 4.
- vi. are required to develop an evaluation strategy for the days' activities.
- vii. are required to report on school development days through the Annual School Report.

5. Related documents

Professional learning policy for schools (2004)

https://detwww.det.nsw.edu.au/policies/staff/prof_learn/prof_learn_pol/pd04_17_prof_learn.pdf

Memorandum 98/139 (S.122) Settlement of Dispute on the care and supervision of school students

<http://www.dec.nsw.gov.au/about-us/careers-centre/resources/teachers-handbook>

School Development Day Notification of Variation

<https://detwww.det.nsw.edu.au/media/downloads/proflearn/secure/sddnvf.doc>

6. Contact information

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