**BASIC BELIEF**
A shared vision of school improvement is integrally linked to Professional Development (PD) of staff and parents.
PD encourages continued improvement in the quality of Mansfield Primary School’s educational programs and practices that will enhance student-learning outcomes. PD will focus on the School’s Strategic Plan, Cluster priorities and DEECD initiatives.

**IMPLEMENTATION**
1. Our PD activities will be drawn from the whole school planning process and guided by the Consultative Committee.
2. The Professional Development program will be a planned approach.
3. The PD program plan will
   - be developed annually by the PD coordinator in consultation with the Consultative Committee. The staff will discuss the PD Plan before ratification.
   - provide a framework for the planned use of pupil free/curriculum days.
   - ensure links between program evaluation, review processes (Performance and Development Plans), School Annual implementation Plan, Cluster goals and priorities, DEECD initiatives and the determination of PD needs.
   - encourage teachers to develop their own PD plans within the PDP framework.
   - provide opportunities for parent PD through participation in Curriculum days, Information evenings and tutor programs held at the school.
   - include the cost of Casual Relief Teacher’s (CRT’s), the payment of registration take. Allocations of CRT’s and registration fees will be determined by the Consultative Team and priorities given to the activities that
     1. reflect the School Strategic Plan and Cluster goals
     2. address DEECD initiatives
     3. encourage staff to develop their skills and knowledge of curriculum and curriculum delivery
     4. personal career needs of the staff.
   - annually, when the budget is being prepared, a decision will be made about the school’s capacity to pay the costs of petrol and accommodation. This decision will be communicated to staff at the beginning of the school year.
   - provide opportunities for personal and career development. Individual needs will be determined annually and included where possible in the PD plan.
   - reflect the requirements stipulated for registration by the Victorian Institute of Teaching.
   - provide mentoring opportunities for staff.
   - provide the opportunity to share PD with all staff. All staff who attend PD are required to complete a written summary and make this available to staff.
   - be communicated to staff and the local community via the school newsletter, School Council, and staff bulletins.
   - be resourced via the annual budget, grants and submissions.
4. Requests for attendance at PD programs will be submitted to Consultative committee
5. Evaluation will take place in the form of an annual survey of staff as well as staff feedback on an informal basis

This policy was ratified by the Mansfield Primary School Council on – 16th August 2010
Review Date: 2013
Name(s) of Attending Staff: .................................................................
.................................................................................................

Date:  ........................................

Venue:  .................................................................

PD Title: .................................................................

Focus/Outcomes of PD:
  •

Implications for Self:
  •

Implications for School:
  •

Recommendatons: (Please Tick)
  ( ) Inservicing of all staff
  ( ) Voluntary staff PD session
  ( ) Unit PD
  ( ) Individual PD
  ( ) Other: ..............................................................................