Yearly Performance & Development Process

Please ensure you read through the updated information at:

Yearly P&D timeline:

- **Initial meetings- Staff & PLT (Term 1 wk 3 -6)**
- **Send through draft plan by early March (email to Principal), finalised plan to be signed off by end of March.**
- **Begin implementing strategies and collecting evidence.**

- **Mid cycle review will be held in term three-.**

- **Review meetings will be scheduled for 21st November to 9th December**
  - **Teachers are to complete a short reflection (approx two paragraphs) and email this through to P/AP before the meeting.**
  - **Teachers are also to provide P/AP with the evidence before the meeting.** This will help frame the discussion for the final meeting.

- **Evidence: Collect evidence as you go.** This could be stored on the teacher share drive, drop box, blog, folder, PowerPoint etc. When it is time for the review, the evidence will be there already and this will avoid extra pressure on an already busy time in the lead up to the end of the year.

- **Keep P&D goals on your weekly PLT agenda.** When you discuss and reflect on your goals, keep a brief running commentary/reflection. This professional learning log then becomes another form of evidence.

- **Evidence should focus on improvement and encompass the whole learning process.** The emphasis is on the progression of teaching and learning. Not just collecting the data but the impact the data has on practise.