

# School Development Days: Procedures (2017)

## School Development Days Procedures

This document outlines the department's procedures for school development days (SDD) for the professional learning of all teaching and non-teaching staff.

### 1. Introduction

1.1 These procedures provide advice to principals about the administration of school development days for teaching and non-teaching staff and procedures for variation to school development days in NSW public schools. They are to be read in conjunction with the Professional Learning Policy for Schools (2004) and the Australian Professional Learning Charter for Teachers and School Leaders (2012).

1.2 The purpose of school development days is to assist in school improvement and professional development of staff as guided by the School Excellence Policy, the Australian Professional Standards for Teachers (2012) and the Australian Professional Standard for Principals and the Leadership Profiles (2015) (the standards).

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 teaching and non-teaching staff. The last two days are made available to all teachers, unless local arrangements are made to include non-teaching staff.

1.4 This document supersedes School Development Days: Procedures (2013).

### 2. Guiding Principles

2.1 The content of school development days should be informed by departmental priorities, the school plan and the professional learning needs of staff, in consultation with staff and the school community.

2.2 The Secretary may identify broad topics for school development days which reflect the priorities for public education in NSW.

2.3 The organisation of school development days should:

- enable teaching, and where appropriate, non-teaching staff, to be involved in activities relevant to their professional development
- involve the school community where appropriate
- include arrangements for the supervision and teaching of students who attend on the school development days in terms 1, 2 or 3.

2.4 School development days may be rescheduled (with the exception of the term 1 school development day) by the principal with the agreement of teaching and non-teaching staff within the school. A change in days requires a rationale which could include:

- lack of availability of professional learning providers
- collaborative professional opportunities across schools

- the requirement to complete professional learning to meet a milestone outlined in the school plan.

2.5 The term 1 school development day cannot be changed.

2.6 School development days in terms 2 and 3 can be moved to another gazetted school day within the term, but not moved to after hours, weekends or school holidays.

2.7 School development days on the last two days of term 4 are for teachers. The participation of non-teaching staff in the professional learning on these days is at the discretion of the principal.

2.8 The school development days in term 4 can be rescheduled following consultation and agreement with teaching and non-teaching staff, including part-time staff in the school.

2.9 Communication with the school community is important. Sufficient notice must be given whenever changes are made to the rescheduling of school development days.

### **3. Variation of Terms 2 and 3 School Development Days**

3.1 Principals who wish to vary the date of a school development day in terms 2 or 3 are required to consult with all members of their staff and with members of the school community. Consultation with the community is to occur, where established, via a Parents and Citizens Association or School Council meeting. This could also involve communicating to local parent or community groups, for example, local schools reference groups in Connected Community schools.

3.2 Records of communication and consultation are to be saved and filed including meeting minutes and information provided to parents. Information to parents could be distributed through newsletters, emails, apps, social media, school websites and telephone calls.

3.3 Rescheduled term 2 or 3 school development days can only be held on another gazetted school day. They cannot be moved to a weekend, after school or vacation.

3.4 When a term 2 or 3 school development day is rescheduled, a risk management strategy is required to address the duty of care needs for students who attend school on the rescheduled school development day.

3.5 Once all requirements in the rescheduling process have been followed, principals must complete a *School Development Days - Notification of variation* and forward it to their Director, Public Schools NSW four weeks prior to the rescheduled date.

### **4. Variation of Term 4 School Development Days**

4.1 School development days must be used in the calendar year in which they are allocated. Rescheduled term 4 school development days can be held on a weekend or after school hours. They can also be held in the school holidays following term 1, 2 or 3. They can be held in the summer vacation, but not in the period between Christmas and New Year. If they are held on a weekend, schools may only use one day of the particular weekend.

4.2 The variation of a term 4 school development day may be implemented as a whole day or a minimum of two half-days. For participating staff the half-day is a minimum of three hours in length,

dependent on school routine and including appropriate breaks. This provides adequate time for development activities to occur, especially where engaging outside providers.

4.3 Rescheduled school development days in term 4 may result in the school being non-operational on one or both of the last days of the school year. If this is the case, the principal is required to communicate this with members of the school community. This is to occur, where established, via a Parents and Citizens Association, School Council or local school reference groups in Connected Community schools.

4.4 Records are to be saved and filed including meeting minutes and information provided to parents. This communication outlining the arrangements for the rescheduled school development days could be distributed through newsletters, emails, apps, social media, school websites and via telephone.

4.5 A risk management strategy must be developed and implemented for rescheduled school development days in term 4 to ensure the health and safety of all staff. Obligations for employees who are on return to work plans must also be considered.

4.6 Once all requirements in the rescheduling process have been followed, principals must complete a *School Development Days - Notification of variation* and forward it to their Director, Public Schools NSW four weeks prior to the rescheduled date.

4.7 Should non-teaching staff members, including part-time staff, be asked to participate in one or both of the rescheduled term 4 school development days, they must be consulted on the timing of the proposed rescheduling.

4.8 In the event that a principal asks non-teaching staff to be included in one or both of the rescheduled term 4 school development days, the principal needs to ensure staff members are aware of the different industrial arrangements which may apply to them, such as averaging of hours, overtime and time-in-lieu of overtime for SAS staff.

4.9 When a temporary or casual employee is to be included in rescheduled term 4 school development days, approved provision for payment and/or alternate work arrangements are to be agreed with the staff member.

4.10 The principal is to make arrangements for the professional learning of any teaching staff member/s who are unable to participate in rescheduled term 4 school development days, such as:

- are newly appointed to the school
- return from extended leave or
- ill

This may occur on the last two days of term 4.

4.11 Staff members who did not participate in rescheduled term 4 school development days are required to work on the last two days of term 4 and will be required to undertake appropriate professional learning.

4.12 Staff may not submit a leave application form for non-attendance at rescheduled term 4 school development days.

## 5. Responsibilities and Delegations

5.1. Principals are required to:

- i. develop and implement a risk management strategy which addresses the duty of care needs for students who attend school on a school development day in terms 2 or 3 and any staff who attend on the last two days of term 4, when the day/s has been rescheduled.
- ii. provide clear information to students and parents regarding attendance requirements and supervision arrangements on scheduled school development days based on the risk management strategy.
- iii. save and file minutes from consultation about variations of terms 2 or 3 school development days with the Parents and Citizens Association/School Council and copies of communication to the school community. Save and file copies of communication to the school community about variations to school development days in term 4.
- iv. confirm the accuracy of staff attendance records.
- v. provide staff with information on attendance requirements for rescheduled school development days.
- vi. confirm that employment arrangements that have been made for casual/part-time staff are possible in payroll.
- vii. evaluate school development days.
- viii. report on the school development days through the Annual Report.
- ix. once all requirements in the rescheduling process have been followed, complete a *School Development Days - Notification of variation* and forward it to their Director, Public Schools NSW four weeks prior to the rescheduled date.

## 6. Related documents

Professional learning policy for schools (2004)

<https://education.nsw.gov.au/policy-library/policies/professional-learning-policy-for-schools>

Australian Charter for the Professional Learning of Teachers and School Leaders (2012)

[http://www.aitsl.edu.au/docs/default-source/default-document-library/australian\\_charter\\_for\\_the\\_professional\\_learning\\_of\\_teachers\\_and\\_school\\_leaders](http://www.aitsl.edu.au/docs/default-source/default-document-library/australian_charter_for_the_professional_learning_of_teachers_and_school_leaders)

School Development Days Notification of Variation 2017

<https://education.nsw.gov.au/policy-library/related-documents/School-Development-Days-Notice-of-Variation.pdf>

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

<http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/settlement.pdf>

School Excellence Policy

<https://education.nsw.gov.au/policy-library/policies/school-excellence>

Non-teaching staff in schools handbook

[http://www.dec.nsw.gov.au/detresources/sasshbook\\_wFXDyGniCn.pdf](http://www.dec.nsw.gov.au/detresources/sasshbook_wFXDyGniCn.pdf)

## **7. Contact information**

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