

Professional Review & Development

The School CPD / APR Report

Munro High School

School CPD and APR Plan 2004-2005

The APR is now part of the annual development cycle within the school.
The APR system has worked as follows in November/December 2003.

<i>Headteacher</i>	<i>Depute Headteacher</i>
reviewed by AEM 2001	reviewed by HT
DHT	PT English (who reviewed the teacher of Eng & School Librarian)
PT Maths (who reviewed the teacher of Maths)	PT Guidance
PT Science (who reviewed the Teacher of Physics)	APTs /Guidance
PT Modern Languages (who reviewed the teacher of ML)	APT/LSS (who reviewed the 3 LS Auxiliaries)
APT/Careers Guidance	Teacher of LS
APT/Science-RMS	Teachers of - PE, History, Music, Art & Design
APT/EIL (who reviewed the Teacher of Tech)	
Teacher of Biology	
<i>Support Staff Reviews were also conducted</i>	
Technician	An Office Auxiliary
Admin Assistant	
An Office Auxiliary	

- The HT was reviewed by the AEM in December 2001
- The agreed format using the guidelines document has been used in the APR process this session.
- Reviewers used the same format and have confirmed that CPD Plans indicate full coverage of the 35 hours

Results of APR process within the school

- All CPD needs have been collated for information (but without naming individuals or relating individual needs in any public fashion).
- The collated CPD priorities will be used for the following action -
 - table of collated CPD needs will be sent to the SD Co-ordinator for the authority with comments
 - the table will also be sent to the AEM with comments
 - a table of collated CPD needs will be used for action planning as far as CPD concerned asap
- The collated table of CPD needs will be quantified in terms of staff time and relevant resources required
- Progress in addressing all CPD needs will be monitored by the HT using the collated results

Review of the APR process

- Initial feedback review to take place with all staff on 12.1.2004
- Formal review of the APR process will take place as per School Development Plan Action
- All APR will be reviewed in session 2004 - 2005 as part of the school procedures.

See page 3 for the school summary of CPD needs for 2004-2005.

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Identified Priorities for Authority / School Led CPD

School: <i>Munro High School</i>	Date: <i>January 2004</i>
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Please indicate below the main issues for future CPD programmes which have emerged from your discussions with staff during this year's professional review meetings.

Priorities should include those identified by nursery staff.

School-led activities should include those which may be taken by external providers.

Authority- led Priorities		
Priority	Description	Audience
1	ICT training - personal skills development/basic ICT	All staff
2	Attendance at all National Qualification training	All staff
3	Interchange and networking with other schools for development work & subject cross reference	
4	Development time for ICT/Subject related work	
The following are other, important priorities after APR		
	SQA subject related training for assessment, EGRCs	
	Chartered Teacher developments/Inset training	
	Subject Handbook production Inset	
	Preparation for new Principal Teacher Inset	
	SQA related Phoenix training	
	Health & Safety training in risk assessment for excursions	
School- led Priorities		
Priority	Description	Audience
	Teacher Work Placements - various	
	IEPs and further development	
	Study Support strategies	
	Development time for development planning priorities / curriculum development	
	Child Protection Inset	
	Technician training for Science, Technology and ICT	
	Pre-retirement training	

This information will be used to inform planning for future staff development.

Signed:

Please return to: R English, Staff Development Unit, Castle Street, Dingwall, IV15 9HU
by **January 31st**.

Thank you for your assistance