

Professional Review & Development

The School CPD / APR Report

Ben Primary 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>Principle Teacher (P3/4)</i>
reviewed by AEM 2001	reviewed by HT
SfLT	
Teachers: Nursery Co-ordinator (base school), P1/2, P6/7	
<i>Support Staff Reviews were also conducted</i>	
Classroom Assistant	Support for Learning Auxiliaries
Admin Assistant	Nursery Assistant

- 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 2 for the school summary of CPD needs for 2004-2005.

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Identified Priorities for Authority / School Led CPD

School: <i>Ben Primary 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 support staff
2	Class Teacher use of attainment statistics	All teaching staff
3	Assessment	all staff
The following are other, important priorities after APR		
	Chartered Teacher developments/Inset training	
	Preparation for new Principal Teacher Inset	
	Health & Safety training in risk assessment	
School- led Priorities		
Priority	Description	Audience
	IEPs and further development of PLPs	
	Study Support strategies	
	Development time for development planning priorities / curriculum development	
	Child Protection Inset	
	Effective use of CCR	
	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