

Policy Title: Teachers PLD Policy

Classification: Human Resources

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: March 2021

Review Date: March 2023

Objective: To ensure all teachers are up to date with current research and ideas regarding early childhood education.

Commitment: HCK is committed to providing encouragement and opportunities for ongoing professional learning and development for all teachers.

Related Documents

- HCK Professional Learning and Development Programme
- 'Professional Learning & Development Support Fund Application' form (attached)

Policy Details:

Annual PLD budget

1. The General Managers (in consultation with the Senior Teaching Team) will establish an annual budget for professional learning and development (PLD). This will be used primarily for the collective needs of teachers.
2. PLD can include:
 - Senior Teacher support and advice
 - Workshops
 - Conferences
 - Relevant study
 - Observation sessions
 - Research
 - Teacher exchange opportunities
 - Mentoring programmes
 - Teacher meetings.

PLD Support Fund

1. Financial support may be available for PLD that links directly to a teacher's individual or a team's needs. Examples of these needs are the Professional Growth Cycle, New Head Teachers support, Provisionally Certified Teachers support or teacher certification.
2. Financial support may include contributing to the costs of workshop/conference registration, travel, study fees, relievers etc.
3. The 'Professional Learning & Development Support Fund Application' form must be submitted to the GM Professional Services for consideration.

Review:

This policy will be reviewed biennially in consultation with staff.

Professional Learning & Development Support Fund Application



- This form must be approved by the GM Professional Services before any expense is incurred.
- A copy of this form must accompany your claim for reimbursement or for payment of an expense.

Name	
Kindergarten	
What do you want to use this funding for? (Please be specific)	
What is the cost?	
How does this link to your PGC goal for the year?	
If this does not relate to your PGC goal, please explain how this expenditure is supporting your personal professional development.	
Comment from Head Teacher	
Supported by Head Teacher	
Comment from your Senior Teacher	
Approved by GM Professional Services	
Date	