

Performance Review and Staff Development: Planning Record Proforma

PLANNING RECORD 2012-13	
Reviewee:	Reviewer:
Date of Meeting:	
Objectives:	
1 To develop a long-term commitment in sharing expertise, including agreement on policies, e.g. assessment, behaviour/discipline, bringing positive benefits to all, by establishing quality education throughout the ALC.	
2 To promote positive strategies within the school for challenging prejudice, fostering respect for diversity and encouraging understanding within the local community.	
3 To listen to, reflect on and learn from the feedback provided by pupils, parents and teachers on shared classroom experiences.	
Development and Training Identified:	
<ul style="list-style-type: none">• Research models of partnership working, effective team-working and developing community consensus;• Develop a Code of Conduct to guide staff in collaborative practice;• Develop effective consultation techniques/methods; and• Access advice/support/guidance from SCDL staff.	
Resources Identified:	
Time for:	
(i) Meetings with headteachers in ALC;	
(ii) Meetings with Heads of Departments/teachers of shared classrooms;	
(iii) Consultations and data analysis	
(iv) Dissemination	
Reviewee Comment:	
Signatures:	
Reviewee:	Reviewer
Date:	Date: