



Brummana High School

Professional Development / Training Policy

PURPOSE AND SCOPE

The purpose of the policy is to establish a structured approach to professional development (PD) for all staff at Brummana High School. Professional development is essential to maintain high-quality teaching and learning, supporting staff growth and alignment with the school's mission.

This policy applies to all members of staff, including teaching and administrative staff. It covers both internal and external professional development opportunities, whether school-directed or staff-initiated.

The school is committed to providing fair access to PD opportunities for all staff, balancing whole-school needs with individual growth. PD priorities are linked to the School's Development plan, accreditation requirements, the staff's urgent training needs, and the staff appraisal outcomes.

The Head of Professional Development and Appraisal coordinates training needs, manages PD records, supports staff and oversees the implementation of this policy.

TYPES OF PROFESSIONAL DEVELOPMENT

Professional development opportunities may include but are not limited to:

- Internal PD such as in-service workshops, in-school training sessions, professional learning communities, peer coaching and mentoring.
- External PD such as conferences, seminars, programme-related workshops, and online training.
- Individual PD such as research, professional reading and self-paced online courses.

FUNDING AND REGISTRATION PROCESS

- The school allocates an annual PD budget to support staff participation in relevant trainings.
- Training must directly benefit students or departmental goals; it should align with the staff member's job description and role.
- Costs covered include registration fees. Other costs may be covered upon approval.
- Limits may apply to the amount of funding each staff member may receive per year. Decisions are based on school priorities and their last training date to ensure equitable opportunities for all staff.

- Accepting school PD funding implies a commitment to stay at BHS for a minimum period of three years. The staff member must sign a PD commitment letter before registration for trainings funded by the school (see attached Appendix). The PD commitment letter outlines the minimum commitment period and the requirement to provide the Head of Professional Development and Appraisal with the certificate of completion as evidence of achieving the training.

If the staff member leaves the school for any reason before the end of the anticipated period, the school will recover part or all of the relevant PD costs as per the conditions set in the commitment letter listed below.

If the staff member leaves during:

- the same academic year of the training, they will have to refund the full course cost.
- the first academic year after the year of the training, they will have to refund 75% of the course cost.
- the second academic year after the year of the training, they will have to refund 50% of the course cost.

- Once the PD Commitment Letter is signed, the Head of Professional Development and Appraisal issues a purchase order to the Accounts Office for the Bursar's approval. The Bursar checks budget availability and oversees payment.
- Following the Bursar's approval of the purchase order, the Head of Professional Development and Appraisal completes the staff registration for the relevant training.
- If the staff member does not complete the training or fails to submit the certificate of completion, the school will recover the full PD costs, by deducing, at its discretion, the amount from the staff member's monthly salary.
- The school may fund part of diploma fees depending on the nature, cost, and relevance of the diploma to the staff's job responsibilities. Such cases will be considered individually.

PLANNING AND APPROVAL PROCESS

School-Directed PD

- The Head of Professional Development and Appraisal develops an annual PD plan with the Director of Studies for teaching staff and with the Bursar for non-teaching staff in alignment with school priorities and training needs.

School priorities and training needs are set and identified based on programme needs, departmental PD needs requested by Heads of Department and Line Managers, and appraisal targets.

- The Head of Professional Development and Appraisal coordinates trainings with the relevant staff members in alignment with the annual PD plan.
- Heads of Department and Line Managers are informed of training allocations to members of their team and must ensure successful application of training objectives to practice.

- The Head of Professional Development and Appraisal ensures that training dates do not conflict with school hours or teaching periods whenever possible. Based on availability of trainings, if training date and time overlaps with school hours, the staff member is granted paid leave for compulsory professional development requested by the school. The Head of Professional Development and Appraisal then informs the relevant line manager of the member of staff's absence during those dates. For teachers, the relevant Head of Section will coordinate substitution and collect student-work for missed teaching periods.
- The staff member, upon successful completion of their training, provides evidence of participation and a certificate of completion to the Head of Professional Development and Appraisal, and applies learning to practice.

In-service Training Days

The Head of Professional Development and Appraisal plans in-service training days in alignment with the annual PD plan and appraisal targets.

Attendance of staff members at in-service days is compulsory. Any unjustifiable absence will be considered as unpaid leave.

School-Funded Staff-initiated PD

- Staff members submit requests for funding self-initiated PD to the Head of Professional Development and Appraisal.
- The Head of Professional Development and Appraisal reviews the submitted request for relevance to role, alignment with appraisal target, potential impact, and budget availability. The Head of Professional Development and Appraisal discusses the relevance of the training with the member of staff's line manager and with the Director of Studies for teaching staff and with the Bursar for non-teaching staff.
- Final approval for trainings that conflict with teaching hours is given by the Principal.
- The final decision is communicated to the staff member.
- If approved, the Head of Professional Development and Appraisal finalizes the registration process to the training. He/she then collects the certificate of completion at the end of the training and updates the member of staff's PD record accordingly.
- If training dates conflict with school hours, the same procedure as for school-directed trainings applies.

Self-Funded or Free Staff-initiated PD

Staff members must ensure that Self-Funded or Free staff-initiated PD do not conflict with school hours. If unavoidable, the following procedure applies:

- The staff member discusses the training objectives with the Head of Professional Development and Appraisal and provides him/her with the training dates that conflict with school hours.

- The Head of Professional Development and Appraisal reviews the training objectives for relevance to role, urgency, and alignment with appraisal targets.
- The Head of Professional Development and Appraisal may reject the leave request in the case where training objectives are not relevant to the member of staff's practice or training needs.
- If relevant or needed, the Head of Professional Development and Appraisal passes the leave request to the Principal, or the Bursar in the case of administrative staff, for final approval.
- The final decision is communicated to the staff member. Final approval may consist of paid or unpaid leave depending on the nature and duration of the training.
- If approved, the Head of Professional Development and Appraisal informs the relevant line manager of the member of staff's absence during those dates, and the relevant Head of Section to coordinate substitution and collect student-work from the teacher for missed teaching periods.
- The Head of Professional Development and Appraisal then collects the certificate of completion at the end of the training and update the staff's PD record accordingly.
- If paid leave is granted, failure to submit the certificate of completion may result in unpaid leave and a salary deduction equivalent to the number of hours of leave taken for the training.

EVALUATION AND IMPACT

- The staff members are expected to reflect on the effectiveness of the PD training and its application to their role.
- Staff members are encouraged to share their learning with colleagues through workshops or peer coaching.
- Heads of Department and Line Managers will monitor training implementation in practice, ensuring successful implementation and identifying further training needs.
- The Principal and the Head of Professional Development and Appraisal will review the overall impact of PD annually.

JND Gray
Principal
07/10/2025

Appendix: PD Commitment Letter

Dear Mr./Mrs. [Name],

Greetings,

I am writing to inform you that you have been chosen for the upcoming training in [workshop title] on [training date], at a course cost of xxxx\$.

We are delighted that you will be participating in this training, recognizing the mutual benefits it brings to both the school and your professional development. As we invest in your growth, we kindly request your commitment to fulfill the training and remain in our employment for at least three consecutive years post-training.

In the event that you depart (for any reason) from the school before completing the stipulated period, the financial implications will be as follows:

- If you leave during the same academic year of the training, you will have to refund the full course cost.
- If you leave during the first academic year after the training, you will have to refund 75% of the course cost.
- If you leave during the second academic year after the training, you will have to refund 50% of the course cost.

In addition, if you do not successfully complete the training, you will be required to refund the full course cost. Therefore, upon completing the course, you are kindly asked to provide me with your certificate of completion no later than one month after the course end date. This will serve as confirmation of your successful participation and will be added to your professional development record.

While we anticipate a continued and rewarding association, we must establish these terms to safeguard the considerable investment in training costs funded by the school.

We appreciate your understanding and cooperation in this matter.

Please sign and date this document to confirm your acceptance of the financial conditions mentioned above.

Yours sincerely,

[HOPDA Name]
Head of Professional Development and Appraisal

Date: _____

Signature: _____