

Subject:**EXCEPTIONAL CLOSURE DAY****PERFORMANCE REVIEW AND STAFF DEVELOPMENT
SCHEME (PRSD)****Circular Number:****2005/1****Date of Issue:**

2 February 2005

Audience:

- Principals and Chairpersons of Boards of Governors of all Grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Governing Bodies Association of Voluntary Grammar Schools;
- Northern Ireland Council for Integrated Education;
- Comharile na Gaelscolaíochta;
- Regional Training Unit; and
- Teachers' Unions.

Summary of Contents:

This Circular sets out the arrangements for schools to take one additional day's exceptional closure in the 2004-05 school year to assist with the preparation for the new PRSD arrangements which will become effective from September 2005.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to:

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Governor Awareness:

Essential

Status of Contents:

Information for schools

Related Documents:

PRSD Documentation issued by
Employing Bodies in Nov 2004

Superseded Documents:

None

Expiry Date:

End of 2004-05 School Year

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EXCEPTIONAL CLOSURE DAY 2005

1. This Circular is to advise schools that they may take one additional exceptional closure day in the current school year.
2. This additional day has been granted to facilitate schools as they prepare for the introduction of the agreed Performance Review and Staff Development (PRSD) scheme which will become effective from September 2005, and for which the Regional Training Unit will be providing training for school principals and governor reviewers over the next few months.
3. There are a number of strands to the implementation of the process:
 - Training of Reviewers and Reviewees;
 - Preparation and Consultation on the School Policy;
 - Objective Setting; and
 - Meetings between Reviewers and Reviewees.
4. While primarily the purpose of the day is to provide dedicated time for the rollout of training to teachers in schools as both reviewers and reviewees, schools will wish to consider how best to utilise this additional time. For example, schools may wish to use some of the time to consider objective setting in the context of their School Development Plan, or to consider the development of a School Policy on PRSD. Further, schools may wish to consider this additional time in the context of other directed time or professional development days, and perhaps split up the PRSD-related tasks over time. Smaller schools may wish to consider a clustering arrangement.
5. This exceptional closure day must be taken before the end of the 2004-05 school year. While the decision on the date of an individual school's closure is a matter for the school, the Principal should ensure that adequate notice is, where appropriate, given to their employing authority.