# Communicating Professional Practice Days to the School COmmunity

Sample letter for principals

In the Education State, we achieve excellence by consistently focusing on improving the achievements of learners across Victoria, whether it is through improving the quality of educational services or changing the way we teach.

The most important thing we can do to improve student outcomes is to develop and improve the skills of our teachers.

The Victorian Government will continue to provide opportunities to develop professional, passionate teachers and principals and equip them with the right knowledge and skills to meet the needs of their students.

To ensure we support the learning and development of not only our students, but our teachers too; we are committed to providing professional development opportunities for our teacher workforce.

Teachers will spend four days per year further developing their skills in areas that are aligned to the school priorities. Students will directly benefit from these improvements in their daily learning.

[Child’s name]’s teacher is taking time to improve their delivery of teaching and learning through the professional practice days on (INSERT DATE).

The professional practice days are part of the Victorian Government Schools Agreement 2017. Each full time teacher is entitled to one day per term (four days per year), to focus on the improved delivery of high quality teaching and learning.

We know children sometimes find it challenging when their teacher is away from the classroom.

Equally, it’s important that teachers take the time to focus on improving their professional practice because their learning directly impacts on your child’s learning experience.

There is a learning plan in place to ensure that [your child’s] education continues as usual.

We are scheduling the days ahead of time and have planned the day so that there is minimal impact.

If you have any questions, please do not hesitate to contact me.