



Handsworth Grange Community Sports College

Personal Development Policy (inc. SMSC and British Values)

Current Policy as of: January 2020

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I. Intent and Aims

HGCSC Mission	Exceptional Education, Every Child, Every Day
Priority	To provide a broad and balanced curriculum that challenges everyone

The intent is:

‘To ensure the holistic development of pupils through provision of exceptional education every day. To develop and equip pupils with the outstanding character, social skills and moral compass to drive their own success and make a positive contribution to society.’

The over-arching purpose of the Personal Development curriculum is that:

‘Pupils will have studied and enjoyed experiences that teach them valuable life skills. They will have developed the confidence, tenacity and intuition to look after themselves, and others. They will demonstrate a deep understanding of the beliefs, faiths, cultures, rights and opinions of others and will be openly accepting and tolerant of differences; physical, cognitive or otherwise. Our students will value democracy and independence; they will seek justice in, at times, an unjust world and strive to make it a better place for themselves and those they are in contact with. They will know the value of honesty, kindness, empathy and compassion, as well as hard work, money and relevant qualifications. Our students will be as unique and diverse as the communities and families that they come from and celebrate these with integrity and respect. They will be morally proud and culturally aware. They understand and be able to apply the skills required to be successful in life, and also save a life. Students will be honourable and driven to achieve, in relation to their own capabilities; they will be humble in success and dignified in defeat, but they will never give up.’

The discrete aims are:

- To extend our whole school provision beyond the academic, vocational and technical
- To provide inclusive and accessible opportunities for all pupils
- To support and encourage pupils to pursue their individual talents and interests
- To provide the opportunities to learn from experience
- To address the holistic development of all pupils
- To ensure our pupils are safe and happy and know how to maintain these, and what to do in the event that either is compromised
- To support the successful development of pupils in many diverse aspects of life

The aims and intent of the framework are based on the school values of:

- Care for each other
- Learn from each other
- Are Safe, Responsible and Respectful

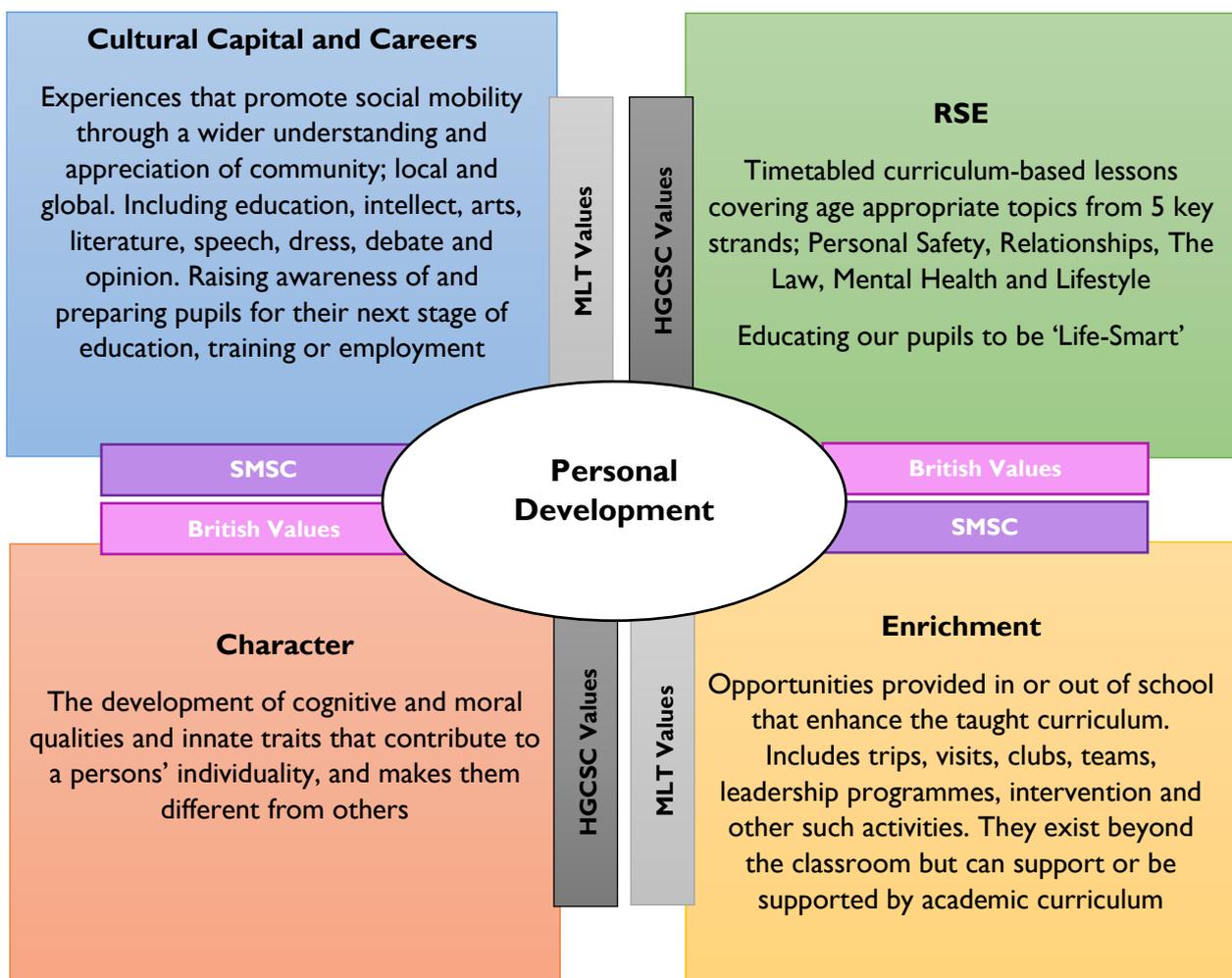
In addition, the framework promotes and upholds the values of Minerva Learning Trust;

- Inclusion
- Independence
- Respect
- Success

2. Definition

Personal development involves knowledge, attitudes, skills, relationships and behaviour that can be utilised in and outside the classroom. This involves thinking processes, managing emotions, values and relationships along with a range of life skills that are associated with performing as a successful members of society.

At Handsworth Grange, our Personal Development curriculum consisted of 4 key elements:



3. Implementation of Personal Development (including SMSC and British Values)

Personal Development is the umbrella term for the curriculum framework that encompasses Cultural Capital and Careers, RSE, Enrichment and Character.

Cultural Capital and Careers

Cultural Capital can be defined as the range of experiences that promote social mobility through a wider understanding and appreciation of community; local and global. These include education, intellect, arts, literature, speech, dress, debate and opinion. The purpose of these activities is to raise awareness of society and community. Cultural Capital opportunities develop the essential knowledge that pupils need to be educated citizens, introducing them to the best that has been thought and said and helping to engender an appreciation of human creativity and achievement (Ofsted 2019). Exposure to Cultural Capital will enable our children to stand on the shoulders of those that have gone before and “create new and exciting forms of culture; things which may well help them fuel solutions to society’s problems, build our creative industries and help UK plc to survive the turmoil of Brexit.”

Through cultural capital opportunities pupils will:

- Celebrate and embrace the different backgrounds, heritage, language and traditions of all the children living in this country
- Actively involving children and young people in culture and arts in their communities
- Developing belonging and ownership
- Supports pupils in networking with other who have a similar body of knowledge and experiences
- Be exposed to literature, art, technology and music
- Develop a greater understanding of the world they live in; the culture they are part of and the opportunities available to them
- Enhance their opportunities to acquire advantageous positions in FE, HE and employment
- Develop a deeper understanding of British Values and their place in society

The careers education programme is designed to prepare pupils for their next stage of education, training or employment through access to relative industry links, employers and work places. The Careers programme is led by a member of SLT and an associate staff colleague who manage the strategic and operational elements of the programme. Pupils will be exposed to a variety of training routes and career pathways through a detailed and explicit careers programme that meet the requirements of the Gatsby Benchmarks. Pupils in Y10 take part in work experience opportunities during the summer term. The school employ a Careers Advisor 2 days per week. Y11 pupils take part in Business Day during the spring term. Y9 pupils undertake a detailed and prescriptive Options process during the autumn and early spring terms in order to prepare them for Key Stage 4. (see Careers Education Policy)

Enrichment

Defined as an action or act that enhances, better or improves the quality of something already in existence, Enrichment is the strand of the framework that directly supports and enhances classroom-based academic, vocational and technical curriculum provision. The purpose of Curriculum Enrichment is to raise achievement by motivating young people to become more effective learners through activities which enrich the curriculum, improve key skills and raise achievement. Enrichment is any type of learning, or activity, which is outside the core of learning which most pupils undertake. It is additional to the established curriculum. It can broaden pupils' horizons and help them look at the world differently. An internally appointment Enrichment coordinator tracks and monitors the involvement of pupils in enrichment and identifies gaps in participation by keys groups. All curriculum areas offer a minimum of one enrichment activity per year group per academic year as part of their curriculum offer.

Curriculum Enrichment is grounded in the belief that all young people can achieve success through three key ingredients:

- Opportunities to learn
- Sustained support for learning
- A challenge to succeed

At HGCSC, we aim to provide a range of out of class study designed to encourage good study habits and promote the idea that learning can be fun. Curriculum Enrichment at HGCSC aims to raise achievement by enabling pupils to:

- Build upon work done previously in class and give a real purpose for follow up work within the classroom.
- Work individually
- Develop good study strategies
- Support and work cooperatively with others
- Work in a safe and supportive environment including the outside environment
- Take part in activities unavailable during the normal school day
- Develop self-esteem
- Enjoy a broader range of direct experiences of activities, people, cultures and places
- Develop communication
- Take a cross-curricular approach to learning with all year's groups teaching key skills within a topic area

Curriculum Enrichment at HGCSC aims to offer pupils:

- Access to the most up to date equipment
- Staff to guide, help and support
- Opportunities to learn new skills through the frequent and progressive use of facilities out of the classroom
- A range of activities that broaden and strengthen our curriculum
- Experiential learning through visits and visitors and use of outside spaces in a variety of settings, landscapes and community spaces.
- Teaching for and with creativity
- Study skills development – thinking skills, philosophy for children, etc.

Enrichment activities encourage and support pupils beyond their daily classroom practice by:

- Providing stretch and challenge for HAPs
- Engaging employers with students
- Developing enterprise and leadership skills
- Engaging students with professionals
- Placing learning in a different context
- Developing independent learning
- Develop communication, language, team working and/or numerical skills
- Develop a sense of citizenship/community
- Promoting a better understanding of health (physical and mental)
- Developing a better understanding of the positive contributions of diversity
- Preparing students for early adulthood
- Improving a sporting, practical or artistic performance
- Promoting a deeper understanding and application of SMSC and British Values in their role in community and wider society

The Enrichment programme is as diverse as our pupils; opportunities are made accessible to the wide range of pupils in our school community with a particular focus in the engagement of those from disadvantaged backgrounds and with SEND.

RSE

The contents of the Statutory Guidance for RSE (2020) will be delivered as a combination of discrete timetabled sessions, assemblies, drop down days and external speakers. It is planned and mapped across 5 year groups to ensure age appropriate coverage and sequencing of skills, knowledge and content across Key Stage 3 and 4 (see RSE Policy 2019). Session planning and delivery is undertaken by a discrete team of trained staff from a range of existing departments and roles within the school structure. The timetabled lessons are named 'Life Smart' as a result of a student voice poll.

Year 7 RSE Mapping

Curriculum content	In-school provision/ support	Assemblies	Drop down days	External speakers
<ul style="list-style-type: none"> • Rights, responsibilities and opportunities online, including that the same expectations of behaviour apply online and offline. • Online risks • How information and data is generated, collected, shared and used online. • Characteristics of a healthy lifestyle, maintaining a healthy weight, links between an inactive lifestyle and ill health • Facts about wider issues such as organ/blood donation. • Healthy eating and the links between a poor diet and health risks • The positive associations between physical activity and promotion of mental wellbeing, including as an approach to combat stress. • how to maintain healthy eating and the links between a poor diet and health risks • How to talk about their emotions accurately and sensitively, using appropriate vocabulary. • How to critically evaluate when something they do or are involved in has a positive or negative effect on their own or others' mental health. • The benefits and importance of physical exercise, time outdoors, community participation on mental wellbeing and happiness • The characteristics and evidence of what constitutes a healthy lifestyle, maintaining a healthy weight, including the links between an inactive lifestyle and ill health • How to maintain healthy eating and the links between a poor diet and health risks 	<ul style="list-style-type: none"> • What to do and where to get support to report material or manage issues online. • How to talk about their emotions accurately and sensitively, using appropriate vocabulary • That happiness is linked to being connected to others. • How to recognise the early signs of mental wellbeing concerns. • Common types of mental ill health (e.g. anxiety and depression). • How to critically evaluate when something they do or are involved in has a positive or negative effect on their own or others' mental health. • The benefits and importance of physical exercise, time outdoors, community participation and voluntary and service-based activities on mental wellbeing and happiness • the importance of sufficient good quality sleep for good health and how a lack of sleep can affect weight, mood and ability to learn. 	<ul style="list-style-type: none"> • Conflict resolution • Characteristics of positive and healthy friendships (both on and offline) including: trust, respect, honesty, boundaries, privacy, consent and the management of conflict, reconciliation and ending relationships • Respect and Tolerance • Different types of bullying (including cyberbullying), the impact of bullying, responsibilities of bystanders to report bullying and how and where to get help • the importance of sufficient good quality sleep for good health and how a lack of sleep can affect weight, mood and ability to learn. 	<ul style="list-style-type: none"> • That there are different types of committed, stable relationships. • How these relationships might contribute to human happiness and their importance for bringing up children. • The roles and responsibilities of parents with respect to the raising of children. 	<ul style="list-style-type: none"> • Not to provide material to others that they would not want shared further and not to share personal material which is sent to them. • What to do and where to get support to report material or manage issues online. • The impact of viewing harmful content.

SMSC

HGCSC recognises that the Spiritual, Moral, Social and Cultural (SMSC) aspect of students' education is crucial to their development as an individual. SMSC development plays a significant role in their ability to learn and achieve and allows them to take their rightful place in their community, as a local, national and global citizen. SMSC development is fundamental in preparing young people for society. At our School students are helped to develop positive attitudes and beliefs through opportunities to:

- Develop spiritual values and reasoned personal and moral values
- Consider the pluralistic nature of society and develop their understanding and respect for those with different religions, beliefs and ways of life
- Value everyone equally
- Develop personal relationships, based on trust, self-esteem and mutual respect
- Become active, responsible citizens in a democratic society
- Develop an appreciation of the world in which they live and the interdependence of individuals, groups, nations and the environment
- Develop an understanding of their social and cultural traditions and appreciate the diversity and richness of other cultures.
- Develop and demonstrate fundamental British values

At our School SMSC development permeates the life and the work of the school. Through SMSC we seek to develop attitudes and values which will enable students to become responsible and caring members of society. Promoting fundamental British values is at the heart of the School's values. We give students the opportunity for spiritual reflection and encourage them to explore the fundamental questions of life, including their own personal existence, journey and purpose. Students are provided with a curriculum which will enable them to develop a knowledge and understanding of diverse cultures, particularly those within their own society. We seek to foster an attitude of tolerance and value towards those from a culture and background different from their own. Students are encouraged to develop an understanding of the world, society and the community in which they live and accept responsibility as a local and global citizen. Students are guided in the development of their capacity to tackle moral and spiritual dilemmas and their ability to reach independent judgements. Through discussion, group work, sensitivity and tolerance the School expects students to develop questioning, enquiring minds and the ability to express their ideas appropriately.

As a School we are aware of our collective responsibilities towards spiritual, moral, social and cultural development. We ensure that:

- All staff are aware of their role in developing student's morals, interpersonal skills, self-esteem and in preparing students for the opportunities, responsibilities and experiences of adult life.
- Fundamental British values are at the heart of the School's values.
- We celebrate student's achievements and foster a sense of community. Explore relevant SMSC issues and involve students as active participants at every opportunity. This is demonstrated through a wide range of celebration events.
- The rewards system encourages a culture of success and achievement for all. Students are also encouraged to contribute to the success of the School by developing their leadership roles as prefects, peer mentors, form representatives and by completing the Duke of Edinburgh award scheme.
- Students have information about all extra-curricular and enrichment activities

- The tutorial programme provides opportunity for discussion and reflection on the assembly and other key social themes.
- We build community and business links into the curriculum wherever possible
- Displays reflect and display cultural variety
- Provide opportunities for all students to discuss issues and to take in responsibility within lessons, extra-curricular activities, trips, visits and enrichment days.

Spiritual development

Spiritual development is concerned with how a student develops:

- Personal values and beliefs
- A willingness to reflect
- An ability to communicate these beliefs in discussion and behaviour
- An understanding of the value and role of faith and religion in societies
- Tolerance of other people.

Spiritual development is personal and unique to each individual. It is about the meaning in life, truth and ultimate values. It includes imagination, inspiration, creativity and an awareness of self-identity and self-worth.

We promote spiritual development as part of a student's personal development through:

- School rules- The rewards system
- Religious & Social Issues sessions
- Personal, Social, Health and Citizenship Education (PSHCE) sessions
- Assemblies
- The ethos of the School- values, attitudes and expectations which encourage opportunities for students to develop their understanding of spiritual issues.
- All subjects of the curriculum heighten awareness of the spiritual dimensions in our lives. This is achieved through tasks and lesson content which questions students and enables them to work out their own position on issues, both moral and religious.

Moral Development

Moral development is concerned with students' knowledge, understanding, intentions, attitudes and behaviour in relation to right and wrong within the accepted codes of practice of society.

As a School we aim to provide learning opportunities that will enable students to:

- Understand the difference between right and wrong
- Respect people, truth and property
- Have a concern for how their actions may affect others and to take responsibility for their own actions
- Develop the skills and confidence to make decisions
- Gain the confidence to cope with setbacks and learn from mistakes
- Demonstrate positive personal behaviour which has been established through principles rather than fear of punishment
- Understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely
- Acquire a broad general knowledge of and respect for public institutions and services in Britain
- Show respect for democracy and support for participation in the democratic processes, including respect for the basis on which law is made and applied in Britain

The essence of moral behaviour is to build a framework of values which regulate personal behaviour, through principles rather than fear of punishment or reward. These values provide the framework for students to develop their attitudes and understanding on morality and develop the self-confidence to hold to this code of values against a variety of pressures.

At our School we reject:

- Bullying
- Cheating
- Deceit
- Cruelty
- Irresponsibility
- Dishonesty
- Obscenity
- Intolerance including racism, homophobia, sexism, religious and disablist discrimination

At Our School we promote moral development through a range of activities and opportunities both within and outside the classroom such as:

- Working with teachers and form tutors
- Assemblies
- The rewards system
- Welfare and guidance
- Core curriculum
- Links with primary and secondary schools

Social Development

Social development is concerned with the skills and personal qualities necessary for individuals to live and function effectively in society. Social development is based on the acceptance of group rules and the ability to see oneself in a wider context. The quality of relationships in the School is crucial in forming students' attitudes to good social behaviour and self-discipline. The School helps prepare students to live in society by providing knowledge and understanding of society, its institutions, structures and characteristics, political and non-political and economic organisations. The School systematically plans for social-development of students through a range of teaching and learning activities including:

- Classroom organisation and management
- The development of social skills is monitored both formally in assessments, and informally, through pastoral interactions. Supportive measures are available where they may be needed
- Student grouping and opportunities for group work
- The School code of conduct
- The School parliament council
- School productions
- Residential trips including the Duke of Edinburgh expeditions
- Social trips
- PLTS days which provide opportunities for students to work in groups outside of friendship groups and with students from different years
- An extensive range of Extra-Curricular activities which promote team work and cooperation

- Student leadership opportunities which support students in the School community
- Links with primary and secondary schools
- External speakers are used to expose the students to a balance of viewpoints and opinions.

Cultural Development

Through cultural development students gain an understanding of those beliefs, values, customs, knowledge and skills which link groups together and give people a sense of identity. Cultural Development is closely related to, and integrates, certain aspects of spiritual, moral and social development.

- The School reinforces the values and customs of society as a whole and celebrates diversity and multiculturalism
- The cultural influences of home, community and religion are explored in order to extend the students awareness and breadth of understanding. This is achieved through the formal curriculum, through extra-curricular activities and the value placed overtly on the students own cultural interests and achievements and the way in which they enrich their experiences of all aspects of culture.

The School seeks to provide an education, which not only develops and strengthens students' current awareness, but also allows them to develop new cultural insights by:

- Avoiding cultural bias
- Promoting an appreciation of cultural diversity

Students should be able to:

- Know about their own culture and society and value their own cultural identity
- Be aware of, and understand cultural diversity
- Understand the interdependence of groups within society
- Know about societies and cultures other than their own
- Be aware of the principle ways in which different people interpret the world

The School seeks to enhance the cultural development of students through:

- The formal curriculum. All curriculum areas should seek illustrations and examples drawn from as wide a range of cultural contexts as possible
- Extra-curriculum activities
- Incorporating students own home influences into discussions
- Creative and performing arts for all students
- Cultural visits abroad
- Visits to centres of cultural interest
-

Promoting British Values

In accordance with The Department for Education guidance we aim to actively promote British Values at HGCSC to ensure our students leave us prepared for life in modern Britain. Students are encouraged to regard people of all faiths, races and cultures with respect and tolerance and understand that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.

The Department for Education states that there is a need:

“To create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”.

We agree with the Department for Education’s five-part definition of British values:

- democracy
- the rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs

At the Academy students, will encounter these principles throughout everyday school life. Our promotion of Spiritual, Moral, Social and Cultural (SMSC) understanding has been described by Ofsted as being, *“good and prepares them well for life in modern Britain.”*

The SMSC curriculum is mapped in detail across the whole school. Listed below are some examples of how we promote SMSC and British Values in our school community:

Democracy

Student voice is a significant aspect of school life. Our student elected school council plays a strong role in our school. Members are elected by their class peers and are involved in making the Academy a better place to learn. Students have input in regards to what and how they learn, day to day aspects of Academy life and extra-curricular activities. The head boy and girl, their deputies and prefects have all been elected by students in year’s 10 and 11.

Student questionnaires and interviews are also conducted throughout the year. We know that the formation of the school council and the active participation of our students will sow the seeds for a more sophisticated understanding of democracy in the future.

The Rule of Law

Our students will encounter rules and laws throughout their entire lives. We want our students to understand that whether these laws govern the class, the school, the neighbourhood or the country, they are set for good reasons and must be adhered to. Students are taught the rules and expectations of the school which are highlighted by the student code of conduct and student expectations. Students are taught the value and the reasons behind laws that govern and protect us, the responsibilities that this involves and the consequences when laws are broken. Visits from authorities such as the Police and Fire Service reinforce this message.

Individual liberty

At HGCSC, students are actively encouraged to make independent choices, with the knowledge that they are in a safe, secure and supportive environment. Staff at HGCSC educate and provide boundaries for students to make informed choices, through a safe environment and an empowering education.

Students are encouraged to know, understand and exercise their rights and personal freedoms and are advised on how to exercise these safely, for example through online-safety and Study Skills sessions.

HGCSC has a robust anti-bullying culture and has in place a comprehensive Behaviour for Learning Policy.

Students at the Academy are members of one of four houses; Redgrave, Ali, Holmes and Moore. The house system allows every student and member of staff to feel a sense of

belonging and by being a member of the house family, students and staff are encouraged to show team spirit. The choices which students make in terms of learning and conduct directly contribute to the success of their house via house points.

Mutual respect

Mutual respect is at the core of our school life. Students learn to treat each other and staff with great respect. All members of the school community treat each other with respect and this is reiterated through its teaching and learning environment.

Mutual respect is embraced throughout the curriculum by providing the opportunity for students to express their views in a safe environment, in particular through the SMSC programme.

Tolerance of those of different faiths and beliefs

This is achieved through equipping students with the ability to understand their place in a culturally diverse society and by giving students the opportunities to experience diversity within the school community. Students are actively encouraged to share their faith and beliefs within the school and celebrate festivities throughout the calendar year. The SMSC curriculum, which is compulsory for all students up to the end of KS4, provides a broad and balanced education on a range of faiths, religions and cultures.

Through our curriculum and the routines of our daily school life, we strive to demonstrate tolerance and help our students to become knowledgeable and understanding citizens who can build a better Britain for the future.

Character

The Character strand of Personal Development focusses on the development of cognitive and moral qualities and innate traits that contribute to a person's individuality, and makes them different from others. Pupils have the opportunity to demonstrate and develop a wide range of personal skills, qualities and attitudes through the Enrichment, Cultural Capital and Careers and RSE strands of the Personal Development Framework. Pupils are encouraged to reflect on their characteristics and areas for development throughout each academic year. Character maps are used for each year group to guide them through key character development points; these are sequenced across year groups and key stages to allow pupils to continue to build on early characteristics throughout their school life.

We have identified 8 key characteristics that form the core of our character development.

Handsworth Traits

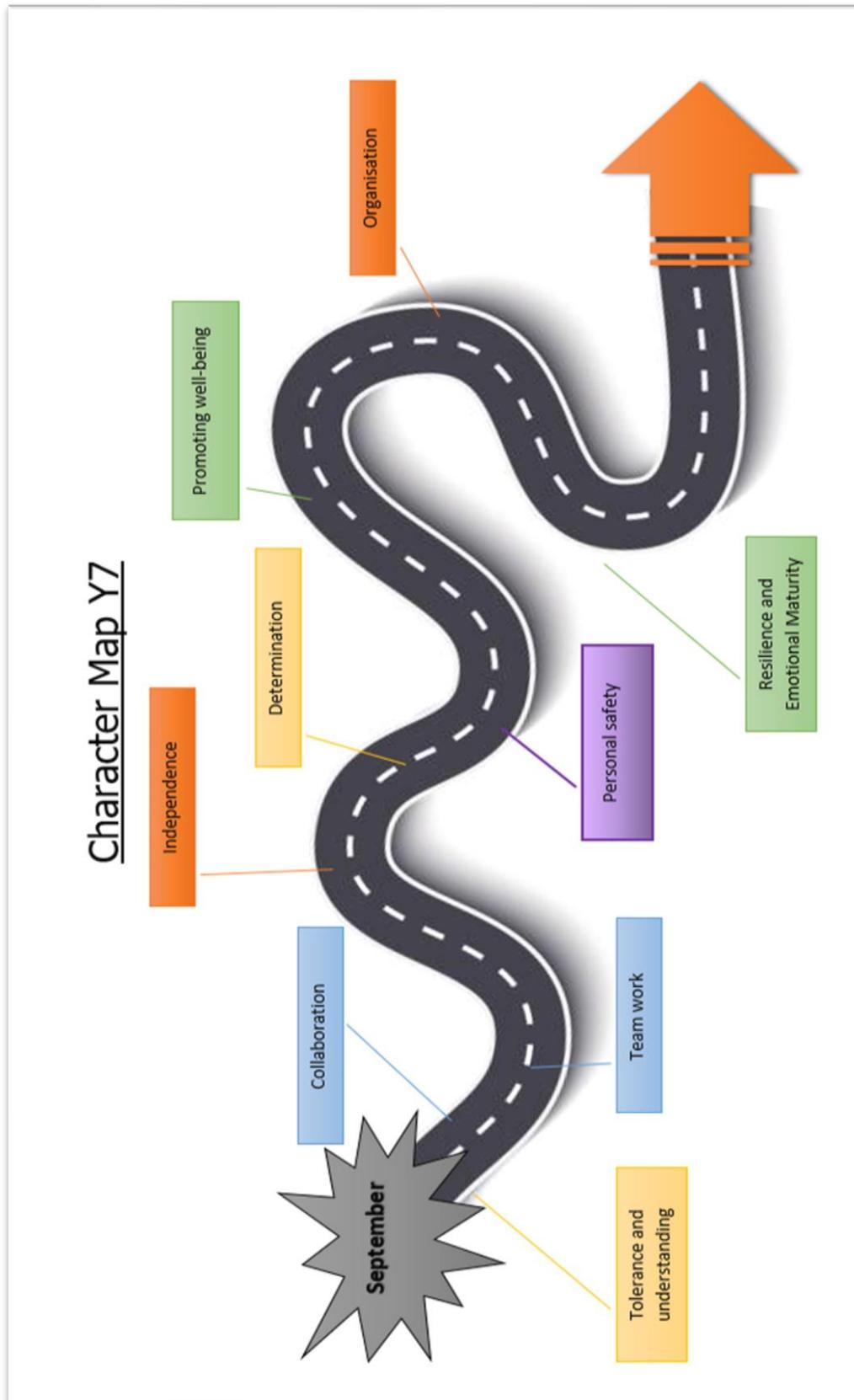
- Resilience
- Emotional Maturity
- Empathy
- Determination
- Collaboration
- Independence
- Respect
- Acceptance

These are the character **traits** that we believe underpin our school mission, vision and values and are fundamental to fulfilling our intent.

Through collaboration with subject areas we have also identified a range of age appropriate traits and skills that we believe are attributed to achieving success at each year. These

combined with the Handsworth Traits form the Character Maps that pupils will work towards developing over their five years. of study.

Example of Y7 Character Map



4. Recording of outcomes

Pupils

Pupils are responsible for recording Enrichment, Cultural Capital and Careers opportunities, events and activities that they undertake in their personal planner. They are also required to take a reflective approach to recording evidence of their character development against the requirements of the age appropriate Character Map.

Tutors

Form tutors track and monitor the number of events, opportunities and activities pupils in their tutor group have undertaken. This is recorded on an electronic tracker at half termly review points. Celebration races exist between tutor groups in each group as well as between pupils within year groups and across the school.

Rewards

Pupils are awarded Bronze, Silver or Gold Personal Development certificates at the end each academic year. A Platinum award is available at the end of Key Stage 3 and 4. Pupils achieving Gold and Platinum Awards are invited, along with a guest, to a graduation ceremony at the end of the academic year.

	Year 7			Year 8			Year 9		
	CC	En	Ch	CC	En	Ch	CC	En	Ch
Bronze	15 entries			15 entries			18 entries		
Silver	20 entries			20 entries			25 entries		
Gold	20 entries		Complete map	20 entries		Complete map	30 entries		Complete map
Platinum							80+ entries over 3 years		Complete map

	Year 10			Year 11		
	CC	En	Ch	CC	En	Ch
Bronze	20 entries			20 entries		
Silver	25 entries			25 entries		
Gold	30 entries		Complete map	30 entries		Complete map
Platinum				150 entries over 5 years		Complete map

5. Training

Staff are trained on the delivery of RSE and meet regularly as a team during meeting time, on INSET days and during CPD twilight sessions. The headteacher and Heads of Key Stages 3 and 4 will also invite visitors from outside the school, such as school nurses or sexual health professionals, to provide support and training to staff teaching RSE.

6. Pupils with special educational needs and disabilities (SEND)

Personal Development, and the strands of, will be accessible for all pupils. High quality teaching is differentiated and personalised, this is the starting point to ensure accessibility for all pupils. Academies will also be mindful of the preparing for adulthood outcomes as set out in the SEND code of practice, when preparing these subjects for pupils with SEND. The Trust is aware that some pupils are more vulnerable to exploitation, bullying and other issues due to the nature of their SEND. Relationships Education can also be a priority for some pupils, for example some with Social, Emotional and Mental Health Needs or learning disabilities. For some pupils there may be a need to tailor content and teaching to meeting the specific needs of children at different development stages.

7. Monitoring and Evaluating

Provision for PD is monitored and reviewed on a regular basis. This is achieved by:

- Subject leaders identify aspects within their subjects to be included in teacher planning
- Subject leaders monitor lesson plans, schemes of work and their evaluations and assessments
- Subject leaders will monitor resource provision, identifying shortfalls.
- Regular discussion at staff and governors' meetings.
- The Personal Development Lead within the School is responsible for auditing and monitoring of the School's provision of PD and providing support to subjects when necessary
- Collection of evidence of PD in lessons, students work, extra-curricular activities in a School portfolio
- The Headteacher shall have oversight of this policy and monitor the provision of PD.