PRD Review Meeting Record Form

[School Name]

Annual PRD Review – Meeting Record

Teacher's Name: _____ Reviewer's Name: _____

Meeting Date: _____

Part One – Review

1. Achievements and Successes

List here significant personal successes and contributions to the wider achievements of the school and local authority, in the period since the last PRD review. Make links to the relevant areas of Professional Standards which are shown to have been met through these achievements.

Achievements	Links to Professional Standard(s)

2. Review of Professional Learning

List below the significant professional learning activities undertaken in the period since the last PRD review. For each activity, briefly note the impact this has had on pupils' learning, referring to examples of evidence collected.

Professional Learning Activities	Impact on Pupils' Learning

Continued overleaf…

Part 2 – Planning

Record below the elements of the relevant professional standards which will form the focus of professional learning for the coming period. Briefly note the significant professional learning activities to be undertaken to address each identified element, the expected impact of these activities on pupils' learning, and the support required to undertake these activities.			
Elements of Professional Standard(s)	**Professional Learning Activities**	**Expected Impact on Pupils**	**Support Required**

After the meeting this information should be transferred to the teacher's professional learning profile, which should be maintained and updated throughout the period. A copy of this meeting record should be kept with the professional learning profile.

We confirm that the above is a true record of this review meeting:

Signed: _____ (Reviewee) Date: _____

_____ (Reviewer) Date: _____