Visiting Teacher: Protocol

Walking... “Looking and Listening to the Learning”....

1. Organisation

Visits will be organised by the Literacy/Numeracy Coordinators ensuring that:

- Hosting teachers are given the opportunity to arrange a mutually suitable time.
- Hosting teachers are made aware of the purpose of the visit.
- Visits are shared equally amongst hosting teachers.

2. Upon Arrival

Visiting Teachers will meet with the Literacy/Numeracy Coordinator to read through the following protocol and to confirm the focus/purpose for the visit.

The Literacy/Numeracy Coordinator will then take the visiting teacher to the classroom/s to be introduced to the host teacher.

3. During Classroom Visits

- Visiting teachers will visit classrooms of varying lengths of time. This will depend on the focus.
- Visiting teachers will look and listen to the learning in each classroom. They will be taking notes to assist in gathering ideas related to their focus.
- Visiting teachers will not speak to each other while in the classroom.
- Visiting teachers may choose to speak to students and teachers in each class, if the learning allows such interaction.
- Once visiting teachers leave the classroom they can engage in conversation, sharing their observations about the focus.

4. Debriefing

The visiting teachers will meet back with the Literacy/Numeracy Coordinator to discuss the purpose/focus of the visit. This is a time for the visiting teachers to seek clarification or further information in relation to their observations.

We trust that you will enjoy your visit to Swan Hill Primary School and that your visit provides you with meaningful professional learning.

Thanks for your cooperation.