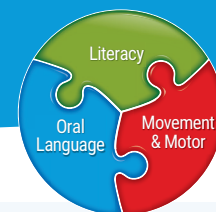




# School-Based PD Booking Form

## Strictly Confidential



### Contact Information

Name of School (or Service): \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

School phone: \_\_\_\_\_ Approximate number of students enrolled: \_\_\_\_\_

School starts at: ☐ 3 year olds Early Years ☐ 4 year olds Early Years ☐ Foundation

What is the school's class structure for the school year?: Please also list how they are identified, for example:  
Kindy Red, Kindy Blue, PP/Yr 1 Room 2, Year 1 Room 4 etc.  
\_\_\_\_\_  
\_\_\_\_\_

Contact person(s): \_\_\_\_\_ Role: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Desired Outcomes

**Compulsory:** Please list proposed dates for presentation including the time you would like it to start and finish.

Preference 1 Date: _____	Preference 2 Date: _____	Preference 3 Date: _____
Start Time: _____	Start Time: _____	Start Time: _____
Finish Time: _____	Finish Time: _____	Finish Time: _____

**Essential for invoicing purposes** - Please list a purchase order number: \_\_\_\_\_

Desired outcomes:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Location of presentation (eg. Hall, Staff Room, Library, Offsite): \_\_\_\_\_

### Audience of the Presentation

Estimated number attending: \_\_\_\_\_ and the roles of staff: \_\_\_\_\_

☐ Early Years - Kindergarten (WA, QLD, SA, TAS) Preschool (ACT, NT, NSW, VIC)

☐ Foundation - Pre-primary (WA), Kindergarten (NSW/ACT), Prep (QLD/VIC/TAS) Reception (SA), Transition (NT)

☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐ Principal/Deputy

Other staff attending: \_\_\_\_\_

Estimated number of staff who have attended/completed PLD training (seminars or online) in the last 2 years: \_\_\_\_\_

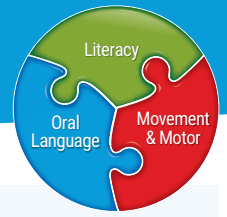
Will additional staff members from another school or schools be attending? ☐ No ☐ Yes

Size of the Audience	
Teachers _____	Assistants _____
Teachers _____	Assistants _____
Teachers _____	Assistants _____



# School-Based PD Booking Form

## Strictly Confidential



### Whole School Literacy Monitoring

#### What testing is administered across all classes?

Early Years	Are the Early Years implementing the PLD Screening and Tracking and Teaching Sequence manuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inconsistently	<input type="checkbox"/> Not Yet
	Additional Information	<hr/> <hr/> <hr/>			
Foundation	Is the Foundation Year implementing the PLD Screening and Tracking and Teaching Sequence manuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inconsistently	<input type="checkbox"/> Not Yet
	Additional Information	<hr/> <hr/> <hr/>			
Year 1-2	Are Year 1 & 2 implementing the PLD Screening and Tracking and Teaching Sequence manuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inconsistently	<input type="checkbox"/> Not Yet
	Additional Information	<hr/> <hr/> <hr/>			
Year 3-6	Are Year 3, 4, 5 & 6 implementing the PLD Screening and Tracking and Teaching Sequence manuals?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Inconsistently	<input type="checkbox"/> Not Yet
	Additional Information	<hr/> <hr/> <hr/>			

Tracking student progress is an essential component of the PLD process. Are teachers using PLD Tracking Sheets in:

☐ Early Years   ☐ Foundation   ☐ Year 1 and 2   ☐ Years 3, 4, 5 & 6   ☐ No   ☐ Considering in future

If 'yes' please provide a copy of the tracking sheets with this form.

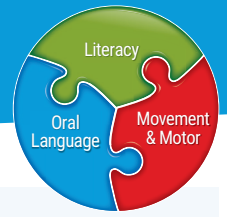
#### Provide a brief statement of the school's current literacy levels:

#### Other relevant background information:



# School-Based PD Booking Form

## Strictly Confidential



### Brief Description Of The Students Enrolled At The School

Estimate the percentage of students that have English as a second language (or additional language)?:

Estimate the percentage of students that are indigenous?:

Estimate the level of parental support/involvement: ☐ High ☐ Medium ☐ Low ☐ Mixed

Other relevant information about the community/region:

### Literacy Initiatives Adopted Over The Last 5 Years

List any literacy related professional development presented to the staff over the last 2 years:

### Future Directions

What would the school like to implement (related to literacy) in the next 12 to 24 months?:

Please detail any other specific issues that the presenter needs to be aware of:

- ☐ Graduate teachers ☐ High number of new staff each year ☐ Decline in entry level students over recent years
- ☐ Poor student attendance
- ☐ Other:

Reasons for scheduling this presentation?:

- 
- 

### Presenters Travel Time

Estimate the vehicle travel time: \_\_\_\_\_ (i.e. from the PLD office to the venue and back using Google Maps).

*Vehicle travel time is calculated on a time basis of \$95 per hour.*

#### If flights are involved

Approximate flight departure time from Perth: \_\_\_\_\_ am ( ideally on the day of the PD.)

Approximate flight arrival time back in Perth: \_\_\_\_\_ pm (ideally the earliest return flight.)

*Please forward flight information to the PLD office.*

**Please Note:** If the presenter is required to have an overnight stay, an additional fee of \$400 is incurred as this compromises the length of the presenters working week.

If any lengthy stay is incurred due to travel (eg: up at 5am for flights then to return at 9pm), an additional fee is also incurred. For every hour before 8.30am, and after 3.30pm, a \$95 per hour fee is charged.

PLD provides an Australian, evidence-based approach to Structured Synthetic Phonics (SSP) for primary school educators. Aligned with the Science of Reading, PLD's SSP approach extends from the junior primary years through to upper primary years and thereby facilitating a whole school approach.

PLD offers a range of training options. Each of the training options focus on the implementation of PLD's evidence-based Structured Synthetic Phonics (SSP) programs and processes within schools. The training is designed for teachers, support staff, school leaders and educational assistants working within primary schools.

## Services Provided

### Coaching Sessions

Following the attendance at PLD presentations it is common for teachers, school leaders or committees to require further guidance. These sessions allow for questions to be answered and policies to be revised. Schools to specify the topics and are \$330 per hour excluding GST and are typically small group sessions.

### Paid Tracking Sheet Support

(beyond the complimentary service)

Full school tracking sheet management \$120 per hour

### Professional Learning

PLD offers school-based professional development modules on the following topics.

#### Junior Primary Presentations

- Preparation For Literacy (i.e. the alphabet, phono-logical awareness and oral language).  
*Minimum time allocation 3 hours but ideally a full day*
- Teaching students to read, spell and write in the junior years.  
*Minimum time allocation 3 hours but ideally a full day.*

#### Whole School Presentations

- A Whole School Approach To Structured Synthetic Phonics.  
*Minimum time allocation 3 hours but ideally a full day.*
- A Whole School Approach To Oral Language (i.e. a language based program that supports the writing and reading comprehension basis of literacy).  
*Minimum time allocation 3 hours but ideally a full day.*

Schools may also request variations on the above topics that reflect special needs.

## Professional Learning Fee Structure

### Full Day Of Professional Learning - Typically: 9am – 3pm

#### Single School Attending

High demand pupil free days (full day booking only)	\$2200
Non pupil free days	\$1500

### Half Day Of Professional Learning

Typically 9:00am – 12noon or 3:30pm – 6:30pm	\$900
--	-------

### Two Hour Professional Learning

(eg: 4:00pm – 6:00 pm)	\$650
------------------------	-------

### Staff Meeting or 1 hour of Professional Learning

Typically: 3:30pm – 4:30 pm	\$550
-----------------------------	-------

## Additional Service Fees

### Vehicle Travel Time

Calculated on a time basis (i.e. from the PLD Parry St office to venue) and the return trip using Google Maps \$95 per hour

### Flight Travel Time

For every hour before 8.30am and after 3.30pm	\$95 per hour
---	---------------

### Overnight Stay Fee

To cover the time away from the metro office.	\$250
---	-------

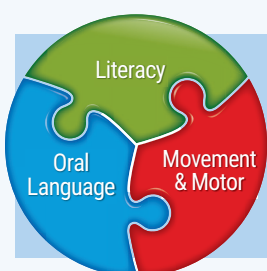
### Weekend Presentation Fee

An overtime fee for a Sat. or Sun. presentation	\$500
---	-------

\* These prices are correct at the time of printing and are subject to change without notice. Effective October 2023. (All prices are GST exclusive.)

### Regional Presentations

On the basis of the total estimated number of attendees, a quote outlining the cost (per head) will be calculated.



### How To Book

Complete the booking form and email it along with 2 to 3 potential dates to...  
[training@pld-literacy.org](mailto:training@pld-literacy.org)