

Nau mai anō e taku hoā!

Aiii! Term 4! In a recent conversation with a colleague, we agreed that 2020 has proven to be the most challenging year ever. But along with the challenges, we were rewarded with some amazing learning opportunities. So, how do we take what we've learnt, apply it, and prepare for 2021?

In my last letter I discussed the importance of reflection and suggested some ways to fully embed it into your practice. By using it to plan your next steps, you make your reflections purposeful. Term 4 is already proving to be busy, but by looking back on what you've learnt, you'll be able to move forward with clarity.

It's time to celebrate your achievements. Ideally, you've spent time throughout the year updating your portfolio with carefully selected evidence. If not, you'll need to schedule time each week to do this now. Reflect on the highs and lows of your year, giving particular attention to the lows as opportunities for important learning and making improvements to your practice. Don't disregard these as great examples of curated evidence! In fact, they are examples which can really showcase your growth as a professional by using what you learnt to refine your craft.

When you've selected your examples of evidence, remember to 'tag' them with the relevant standards. Don't forget that Ako Panuku has created some helpful [templates](#) that unpack and explain each Standard and what it looks like in practice. For example, you may have coached a team sport this year. Photos, reflections, or documentation should be tagged with any relevant standards for example, #2 Professional Learning as part of a wellbeing or Hauora inquiry, and #3 Professional Relationships in terms of working with and supporting whānau and the Sport Coordinator. However, it doesn't stop there. You'll need to explain WHY you have tagged these standards to this aspect of your work. But don't make it too onerous – a few sentences should suffice.

This is also a great time to gather student and whānau feedback. Ensure that the data you gather is meaningful, discusses your professional practice and informs what you might consider doing in 2021. How you do this, is up to you. Perhaps you could create a survey using [google forms](#) for students and whānau to fill in?



Maybe a [Padlet](#) board? If you have a classroom Facebook page, a simple poll may be an option. Whichever method you choose, keep your questions specific and to a minimum. I've used a Padlet board before and simply uploaded it to my e-portfolio with a short paragraph explaining the purpose and the relevant standards.

With exams and end of year assessments well underway, it's important to take care of yourself and see the year out strongly. Take each day as it comes. Open your calendar and schedule in those 'must do' tasks and work through them systematically. Check out these [workload management tips](#) to keep on top of things. At this busy time, make a real effort to stay on top of things including your wellbeing and sanity!

Don't forget to stop every now-and-then and do something completely different. Create a playlist with your ākonga to play in the background while in class, or when you need to just chill. Have you listened to the [Ako Panuku playlist on Spotify](#)? It has some great waiata, and you can add to it if you want to!

We are almost there, e hoa. Chalk this year up as one of the best achievements yet. Before you know it, you'll be enjoying your summer holiday.

Kia tohe tonu, e hoa, me manawaroa! Oh, and don't forget ... breathe!

Atu i konei



P.S. Click to read my [first letter](#), [second letter](#) and [third letter](#).

