

Staff and Facility Improvement Plan (APV) 2023

Hellerup Campus

At the International School of Hellerup, we are committed to continuously enhancing our learning environment and supporting our staff. Based on recent feedback from staff and workplace assessments, we have identified key areas for improvement and developed a clear action plan.

1. Physical Working Environment

We are prioritizing comfort and safety through targeted improvements:

- **Air Quality:** Fans have been installed in specific south- and west-facing classrooms to improve air circulation.
- **Lighting:** New lighting will be installed in the Early Years classrooms to address brightness-related discomfort.
- **Noise Levels:** Sound insulation in Room 2.22 has been improved to reduce noise disruptions.
- **Sanitation & Maintenance:** Repairs to bathroom facilities and drainage systems on the second floor are scheduled for completion this semester.
- **Cleaning:** The current cleaning company continues to meet expectations, with ongoing quality monitoring.

2. Facilities and Equipment

To ensure that all staff are well equipped:

- **IT Equipment:** A review is underway to ensure all teaching staff have access to necessary devices, including laptops.
- **Specialized Equipment:** New Early Years equipment will be purchased incrementally, one item per semester, based on identified needs.

3. Teaching Resources and Support

We aim to support staff with timely access to essential tools and resources:

- **Transparent Planning:** Teaching plans (TPs) and relevant resources will be provided in a timely and predictable manner.
- **Pop-Up Support:** We are strengthening staff support systems for unexpected situations, including through staff retreat planning.

4. Mentorship and Onboarding

- A structured mentorship program has been launched, with experienced staff members supporting new colleagues during their onboarding and integration.

5. Staff Collaboration and Professional Development

We are actively investing in staff growth and cooperation:

- **Collaboration Time:** We are consulting with staff to explore ways of increasing collaboration time within the workweek.
- **Training Needs:** Relevant training needs, including phonics development, are integrated into our professional development plan.
- **Dual Roles:** The impact of combined leadership and teaching roles is under review by the Board to ensure responsiveness to staff needs.

City Campus

At the International School of Hellerup, we are equally committed to fostering a healthy, safe, and inclusive work environment on our City Campus. In spring 2023, a workplace assessment (APV) was conducted, focusing on physical and psychosocial working conditions. Below is a summary of the resulting action plan:

1. Physical Working Environment

Staff have raised suggestions for improving workspaces and shared facilities:

- **Lighting, Acoustics & Furniture:** We are exploring upgrades to classroom and staffroom facilities, including furniture and lighting.
- **Sound Management:** Feedback on noise levels has been incorporated into room usage and improvement plans.
- **Collaborative Dialogue:** Dedicated staff meetings will focus on the physical environment and shared expectations for communal spaces.

2. Clear Communication and Transparency

We are taking steps to ensure consistent and timely communication:

- Important decisions will be communicated more clearly and directly.
- Internal candidates in hiring processes will receive appropriate feedback and follow-up.

3. Access to Student Portfolios

Teachers have requested earlier access to student learning information:

- We are adjusting planning timelines to provide earlier access to portfolios, improving preparation and support for student learning.

4. Mental Health and Well-being

Supporting staff well-being is a shared responsibility:

- Resources for staff well-being will be made more visible and accessible.
- Mental health will continue to be a core focus in our leadership and staff development work.

5. Collaborative Culture and Integration

The cultural integration of our City Campus continues to evolve:

- We are facilitating staff meetings and collaborative discussions across teams.
- Leadership will support team dynamics through clear project structures and mutual accountability.
- We recognize that building a unified culture takes time, open communication, and shared reflection.

6. Professional Development

We are aligning professional growth opportunities with staff interests:

- IB-relevant training will be offered in the spring term, where applicable.
- Other needs, such as phonics training, are incorporated into our PD planning.

7. Mentorship Initiatives

We are building a structured approach to mentoring:

- A mentorship program is being designed to support both new staff members and families transitioning into our school community.

We sincerely thank all staff members at both campuses for their contributions, openness, and constructive ideas. These plans reflect our shared responsibility to continuously improve and create a thriving, respectful, and professional school culture.

Last updated: November 2023