



SAMPLE LEARNING WALKTHROUGH ANNOUNCEMENT LETTER

(School logo)

[Letterhead]

[Date]

Dear [School] Members of Faculty and Staff:

Representatives from our school and the district have collaborated on the development of a plan and protocol for conducting *Learning Walkthroughs* in our school and classrooms.

The purpose of a *Learning Walkthrough* is to gather evidence on instruction and learning, consider evidence in the aggregate once data from individual visits has been rolled up, and determine next steps for support that may be beneficial to you, your colleagues, and your students.

The protocol that will be used by our *Learning Walkthrough* team has been carefully designed to focus on key aspects of standards-based practice and to reflect the professional development and initiatives on which we have focused. I will be happy to share a copy of the protocol and observation tool with you.

Be assured that the *Walkthroughs* are not designed to evaluate individual performance. The aim is to gather data that can be reflected on in the aggregate and used to identify broad-scale supports and potential systemic changes that will be beneficial to the school as a whole. The school's Instructional Team, in conjunction with district personnel as appropriate, will be responsible for decisions about these supports, and will use snapshots of practice gained through the *Walkthroughs* to help guide those decisions.

We will be holding a school-wide orientation/information session on [date] at [time] in [location] to provide a comprehensive overview of the *Learning Walkthrough* process. At that meeting, I will share with you the focus of our *Walkthrough*, how it connects to our School Improvement Plan, how it is structured, and how we plan to use the resulting information to support our practice.

If you have any questions about the *Learning Walkthrough* process, please contact me.

All the best,

[Name]
Principal