



After Teacher Debrief – Follow Up Email

Teacher Message

This email can be used to follow up with teachers after your in-person debrief meeting. Review the entire document and make adjustments/additions that are relevant to your context.

To: Teachers

From: School Leader/Leadership

Team Subject: Insight Debrief

Meeting – Next Steps Date:

Dear Teachers,

Thank you again for participating in our Insight debrief conversation. I appreciate your candor and have a better perspective of our priorities based on this experience.

Here are a few things I took away from our discussion:

<List a few key issues that were discussed>

Examples

- **Strength:** *We're performing ahead of the district average in professional development, but in our discussion we surfaced that we'd like to be in line with the top-quartile schools. This has been an area of focus for us for the last two years as we've worked to commit to more opportunities for low-stakes practice.*
- **Area for Growth:** *We recognized our low score in learning environment, and acknowledged what contributed to this: we started off really strong at the beginning of the school year, but then we got too comfortable and allowed our focus to deviate from holding expectations consistently.*

In response to your feedback the leadership team and I are committing to the following next steps:

<List 2-3 commitments AND specifically name any opportunities for teachers to engage in those initiatives>.

Examples

- **Professional Development:** *During the first quarter, a member of the leadership team will attend each subject team's data meetings to provide additional support and to dig in to our student performance data. If you have any ideas of how we can improve further, the*



leadership team would love to hear about it. I hope you'll join us for a discussion on Friday 11/25, but if you can't, please email me with any ideas.

- **Learning Environment:** *First, grade-level team leaders will have release time over the next month to enable them to visit all of their grade-level classrooms, to observe and provide feedback on classroom management practices.*
- **Learning Environment:** *The leadership team will meet with grade-level teams to solicit additional feedback related to the item: "School leaders consistently support me in addressing student misbehavior when I have exhausted my classroom consequences." It is important to me that we are all aligned on the expectations we hold for each other, regarding what is managed in classrooms and how the leadership supports teachers with management needs, and I believe that engaging in a conversation together is the first step to becoming more aligned.*

Please feel free to reach out if you have any questions or additional suggestions.

Best,

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