

# CASUAL RELIEF TEACHER

## POLICY

### **Rationale:**

Student learning is greatly affected by the quality of teaching that they experience. The school must provide the best replacement learning opportunities possible whenever staff are absent, despite the frequent difficulties of locating appropriate casual relief teachers.

### **Aims:**

- To ensure that the students receive high quality learning opportunities despite the absence of regular teachers.

### **Implementation:**

- The Principal will be responsible for the employment of casual relief teachers.
- All staff will be provided with out-of-hours contact details for the Principal and other key staff should they need to be absent at short notice.
- All staff requiring a relief teacher are requested to contact the Principal as soon as possible to maximise the opportunity to locate an appropriate replacement.
- Casual Relief Teachers will be welcomed into the school on arrival and issued with details relating to toilets, copiers etc, and information relating to the class they will take.
- Each classroom teacher will maintain a 'CRT folder' which will include essential information such as a timetable, medical/special needs information, appropriate worksheets, yard duty timetable and any other information that will help ensure a quality and well-informed teaching experience.
- If a Casual Relief Teacher cannot be employed on particular days the following guidelines will be used to ensure that all homeroom classes are covered:

#### **If a CRT cannot be obtained to cover a specialist class:**

- The class will be cancelled.
- If the budget allows and it is workable within the timetable, consideration may be given to employing a CRT on a following day to replace lost non-face-to-face teaching time.
- If the budget or timetable do not allow employment of a CRT to replace lost non-face-to-face teaching time, the Principal will keep a record of teachers who have lost time with the view to compensating the lost time in the future.

#### **If a CRT cannot be employed to cover a homeroom class:**

- The following strategies will be employed in the following priority order –
- A teacher who does not have homeroom responsibilities will cover the class. The day may be shared between these teachers so as to cause minimal disruption to their programs and to share the additional time that may be required over several weeks.
- A specialist program will be cancelled and that teacher required to take the homeroom class.
- The homeroom grade will be split between classes.
- If a teacher has time release, they may be required to assist with covering the homeroom class.
- An older class may work together with a younger class for a period of time during the day.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle, in full consultation with all staff, including the Consultative Committee.

This policy was last ratified by School Council in....

March, 2014