



3:25 Relief Teachers

When teachers are sick or unable to attend school, the use of short term relievers ensures that class routines / programmes are maintained. Short term is defined as less than three weeks.

Guidelines

Sickness

1. The Deputy/ Assistant Principal are to be contacted if a teacher is away on sick leave. The DP/ AP will organise a reliever unless agreed with the DP/AP for the teacher to organise this themselves.
2. In the case of sudden sickness and the DP/AP cannot be reached, please leave a message on the school's answer phone as early as possible.
3. The DP/AP will inform the school Executive Officer of any relievers working in the school and the relevant Team Leader.
4. The staff member who is absent will contact the school office before 2pm to inform the school as to whether they need the school to arrange a reliever for the following day or whether they intend to return to work.

Discretionary Leave or Professional Development

5. The DP/AP will engage a reliever or make other arrangements to cover a staff member's absence.
6. The DP/ AP who engages the reliever is responsible (on the same day) for informing the Executive Officer of the situation.

The Reliever

1. Any new relievers must supply proof of identity, an up to date CV and attend an interview with the principal.
2. Relievers in teaching roles are also required to renew their Practising Teacher Certificate every three years and provide that before commencing work if a new reliever. Non teachers must have a current police vet or a Limited Authority to Teach (LAT).
3. Relievers are asked to call at the office to register their arrival and to find out which room they are teaching in, to collect a paper roll and an information sheet.

4. Relievers are part of the school staff and are to be treated accordingly by staff and children.
5. Relief teachers are to undertake any playground duty that the regular teacher they are relieving for, would be undertaking.
6. Relievers will report to the office at the end of the day and pass any comments they feel important to the AP/DP.

Planning

7. Teachers will load all planning on to 365 so it can be accessed by Team leaders or AP/DP as appropriate in order to help a reliever plan the day when the teacher has been unable to leave a plan.
8. Relievers are professional people being paid as such therefore it is reasonable to expect them to follow a plan left by the teacher. This reduces disruption to children's learning.
9. Where a teacher is unable to leave a plan, the Team leader will work out a day's plan with the reliever. All work should be marked and the room left in a tidy state by the reliever.
10. Teachers are to leave a note with their planning of any students with special health needs e.g. allergies, a reliever should be aware of.

Appendix 1 : Information for Relievers

Welcome to Parnell School. Thank you for coming in to relieve for us.			
Room		Task	
Paper roll issued <input type="checkbox"/>	Please mark and send to the office by 9.00a.m.and again at 2.00p.m	Daily notices <input type="checkbox"/>	Please collect from the office
Duty	Out of bounds areas behind all perimeter buildings. When on duty, the bright yellow vest in the classroom should be worn. Collect the duty bag which details where you are on duty from the office.		
Student medical information and needs if relevant	<u>Teacher Instructions for Relievers</u>		
<ol style="list-style-type: none"> 1. It is appreciated if any marking is finalised before leaving for the day. 2. Please leave a note for the teacher if there are any concerns. [negative or positive] 3. Please ensure that children leave the classroom tidy at the end of the day. 4. Money collection: Must be labelled with room number and what it is for. Don't count or check the money but send it to the office shortly after school starts. 5. The school calendar is on 365 – first page 6. Please close all windows before going home and lock outside classroom doors. Ask the next door teacher for a key. 7. School times are 8.50a.m. -3.00p.m. 8. Interval 11.00- 11.30a.m. Children sit until 11.10 to eat morning tea. 9. Lunch: 1.00p.m. - 1.50p.m. Children sit to eat lunch until 1.10p.m. 10. No pupils are to stay in class during break times unless directed by a supervising teacher except if it is raining/cold. Corridors are also kept clear. 11. Sunhats are worn during terms 1 and 4. If children do not have a hat they need to be directed to play in shady areas. 12. Photocopying requires a pin number. Please see the library or the office 13. Fire Alert: Signalled by sirens and a long bell. The assembly point is in the middle of the quadrangle in lines facing the junior block. Children are to be counted in class lines first. If the exact number is not present only then do we ascertain who may be missing. Inform the fire warden. Usually the principal with the message "Room X All Clear'. This drill is practised each term and is well known to the majority of students. 14. Earthquake : Stay indoors – drop, cover, hold until evacuation bell sounds 15. Other emergencies including a Lock Down – Follow instructions and stay inside until evacuation bell sounds 			