



ROMSEY PRIMARY SCHOOL CASUAL RELIEF TEACHER POLICY

Rationale:

Romsey Primary School believes that the delivery of educational programs for our students should be continuous and interruptions to learning should be minimised. To support this, whenever possible, an absent teacher will be replaced. This will be by a teacher registered with the Victorian Institute of Teaching.

Goals:

- To provide continuance of educational programs.
- To provide adequate staffing to ensure appropriate duty of care for all students.

Guidelines:

- When a teacher is aware that he/she will be absent, the Assistant Principal is to be notified as soon as possible, either at school or at home.
- The Assistant Principal will contact Casual Relief Teachers (CRTs) according to the CRT database and will offer them temporary placement. In the event that it is not possible to employ a CRT, a class may be split across appropriate year levels.
- The Assistant Principal will include the names of absent teachers and their replacement CRTs in the weekly and daily staff bulletin.
- CRTs will be redeployed during Administration and Planning Time (APT) sessions in line with the Australian Education Union (AEU) agreement or at the Principal's discretion. The Assistant Principal will organise this taking into consideration the needs and priorities of the staff.
- The Assistant Principal will prepare a weekly CRT list and display it in the staffroom for the information of all staff.
- The Assistant Principal will organise CRT Information Folders for the classroom teachers, Specialist teachers. These will be stored at the front office for collection by the CRT.

- CRTs will be required to complete a CRT feedback sheet and leave it for the classroom teacher for when they return to duty.
- Feedback from classroom teachers will be taken into account when offering work to CRTs.
- The CRT Database will be reviewed and updated regularly.
- Where possible absent teacher to leave relevant work and a daily plan for CRT to follow.

Evaluation:

This policy will be reviewed as part of the school's three-year review.

Date Ratified by School Council: September 2015

Review Date: 2018