KEW EAST PRIMARY SCHOOL

CASUAL RELIEF TEACHER POLICY

PURPOSE
- The provision of casual relief teaching staff to ensure that class and specialist programs can continue with minimal interruption during teacher absences.

POLICY GUIDELINES
- The school will replace teaching staff during periods of absence due to illness and leave
- Any leave of 31 days or greater is outside the school global budget
- Leave of 30 days or less requires local casual relief teacher (CRT) replacement
- Casual relief teachers are required to provide the school with their Victorian Institute of Teaching (VIT) registration number at the beginning of each year, or on their first day of employment for a new year
- Every effort to ensure continuity of programs will be made when employing CRTs by seeking to maintain a pool of teachers who are familiar with KEPS
- When such staff are not available, an Employment Agency will be used
- The Department of Early Education and Childhood Development (DEECD) Student Resource Package (SRP) makes allowance for some cash funding for teacher replacement and the balance is converted from credit to cash
- Costs associated with CRT replacement is based on DEECD guidelines
- CRTs are entitled to a minimum payment of three hours in respect of employment on any one day

POLICY IMPLEMENTATION
- Assistant Principal is notified of the need to replace staff member
- Teachers to inform, as early as possible, by phone, text or email ensuring that the Assistant Principal receives the message outlining the date/s replacement teacher is required
- Assistant Principal will confirm when the message has been received
- Assistant Principal to contact CRT or agency
- Classroom teachers and specialist teachers are required to leave a program which can be followed by replacement staff to ensure learning continues
- If, due to reasonable circumstances, a program is not able to be left, it is the responsibility of the team leader and other team members to ensure minimal disruption to the teaching program and support the CRT as required
- Class teachers are also required to leave a CRT booklet in their classrooms for replacement staff ensuring access to information specific to that class
- For extended absences, (such as leave), the long term employment of a replacement teacher will be discussed with classroom or specialist teacher if possible and parents will be advised as appropriate
- If at times a classroom teacher is unable to be replaced, the Assistant Principal will be responsible for making the decision to reorganise the daily timetable, and/or split the class concerned. The decision will be made in the best interest of the students
- Should it become impossible for a specialists teacher to be replaced, the Assistant Principal will be responsible for reorganising the timetable and/or cancelling the program for the day and communicating this to the staff
- The Business Manager will claim back costs involved in replacing staff who are on leave and whose replacement costs can be claimed back through the DEECD online contingency fund and this money reallocated back into the CRT budget
- Staff wishing to access leave (long service, unpaid leave) are required to submit a written request to the Principal for approval
- Notification of approval will be sent to the staff member and the Assistant Principal will be included in this communication
- Once leave is approved, staff are then to access the edupay and enter leave details online. These details will be automatically sent to the assistant Principal who will enter an electronic approval
- Assistant Principal will then ensure replacement staff are organized and that this is communicated to families as necessary
- Staff who take sick leave are required to access the edupay website on return to work and complete the necessary details
- Documentation of leave will be completed by the Business Manager in consolation with Assistant Principal

EVALUATION
The Library policy will be reviewed by the Library Coordinator and Library Technician, Leadership team and the Education Sub Committee on a cyclical basis according to our School Council policy review schedule.

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<tr>
<th>Policy Area</th>
<th>Ratified School Council:</th>
<th>Next Review:</th>
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<tbody>
<tr>
<td>Teaching and Learning</td>
<td>November 2010</td>
<td>2014</td>
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