



Yarraville Special Developmental School
No. 9278

CASUAL RELIEF STAFF POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace*

Date 31/7/2017

Principal

Signed *Ashwini Sharma*

Date 31/7/17

This policy ratified at School Council meeting 25/7/2017



Yarraville Special Developmental School

Excellence In Learning

CASUAL RELIEF STAFF POLICY

GENERAL STATEMENT:

Student learning is greatly affected by the quality of teaching that they experience. The school aims to provide the best replacement learning opportunities possible despite the absence of regular teachers.

RATIONALE:

There is a need to ensure that strategies employed to cover absent staff minimise disruption to classroom programs where possible.

IMPLEMENTATION:

- The designated staff member, Daily Organiser is responsible for the employment of Casual Relief Staff (CRTs). The designated staff member (Daily Organiser) works in conjunction with ANZUK and Tradewind to contact CRTs
- Teaching and ES replacements are from Yarraville SDS's approved list of CRTs or from the ANZUK or Tradewind teaching agency
- All staff will be provided with out-of-hours contact details for the Daily Organiser should they need to be absent at short notice
- Staff are required to leave a SMS or ring, before 7am on the day of their absence
- All staff requiring a replacement are requested to contact the Daily Organiser as soon as possible to maximise the opportunity to locate an appropriate replacement.
- Only classroom teachers, and specialists who provide 'release' time, will be replaced
- If a CRT has a class and the students move to a specialist teacher, the CRT will be redeployed within the school by the team leader or the Daily Organiser based on teacher and section need at that particular time
- The replacement of support staff will be left to the discretion of the Daily Organiser. In general support staff will not be replaced in classrooms where students are able to work independently
- The CRT Budget –covers personal leave including sickness.
- CRT PD Budget covers Professional Development, Whole School PD, coaching and organisational duties.
- When the year's budget is close to expenditure, possible strategies to cover absences will be discussed
- 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 provide a 'CRT folder' which will include essential information such as a timetable, individual student profiles, medical/special needs information, 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 specialist 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 a CRT cannot be employed to cover a classroom:

- The following strategies will be employed in the following priority order –
- The day may be shared between teachers so as to cause minimal disruption to their programs
- Consideration will be made for supervision of students who may need to stay in their usual classroom
- A specialist program will be cancelled and that teacher required taking the homeroom class
- If a teacher has time release, they may be required to assist with covering the homeroom class and their time release will be made up at a later stage.

Evaluation:

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