

# TEACHER REPLACEMENT 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 keys, a visitor name tag, details relating to toilets, copiers etc, and information relating to the class they will take.

## **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 on....

**March 2015**