



STAFFING REPLACEMENT Policy

AIM:

To provide replacement(s) for staff who are absent from classroom/specialist teaching duties and support roles.

GUIDELINES:

- Teachers will notify Principal or Office Manager of pending absences as soon as possible.
- Principal / Office Manager will arrange for replacement of absent teachers where possible.
- The replacement of specialist teachers will be dependent on the size of the Casual Replacement Teacher Budget.
- Where possible, Casual Replacement Teachers (CRT's) will be employed on an hourly basis.
- The School Council is responsible for the payment of CRT's and the management of PAYG tax and Superannuation, via the Office Manager.
- CRT's employed by the school must be appropriately qualified, eligible for such employment, and have undertaken a satisfactory medical examination.
- CRT's employed at this school for the first time must provide satisfactory evidence of a police records check, and also complete a Casual Relief Teacher Employment Form and an Employment Declaration Form.
- Teachers will complete a CRT 'Class Information' sheet, which will be housed in the Office. The designated information sheet will then be handed to the appropriate CRT, to assist with them with their classroom management.
- In case of absences, teachers are expected to leave adequate details regarding daily classroom programs for CRTs. NB. Emailing classroom programs is acceptable.
- Non-Teaching Staff will be replaced at the discretion of the principal depending on their role and staff replacement budget balance.

This policy was last ratified by School Council in....

April 2008