

REPLACEMENT OF STAFF ON SHORT TERM LEAVE POLICY

RATIONALE:

To ensure programs continue and children receive the maximum benefits from available teaching / learning time, teachers need to be replaced when absent due to illness or involvement in professional development activities.

AIMS:

- To provide replacement due to absence where funding and availability permits.
- To provide replacement for Professional Development (PD).

PROCESS:

- Teachers and Integration Aides who will be absent contact the Principal or, if unavailable, the Assistant Principal, between 6.30 – 7 am on the date of absence, or up until 9 pm the night before.
- They will then employ a Casual Relief Teacher or arrange a class split in line with the school policy.
- CRT replacement for Professional Development activities will come from the PD budget. The current cost is approximately \$300 per day. Funds are allocated in line with the current WMR and Melton Network Blueprint.
- The annual budget for teaching staff will be divided into the 4 terms. Any surplus will be carried over into next term.
- When classes need to be split, children will, where possible, join in with the normal activities in their allocated classroom for that day.
- A classroom list splitting the children across designated grade levels will be devised by each classroom teacher. Copies will be given to the Assistant Principal and stored in the office.

IMPLEMENTATION:

Teacher Replacements

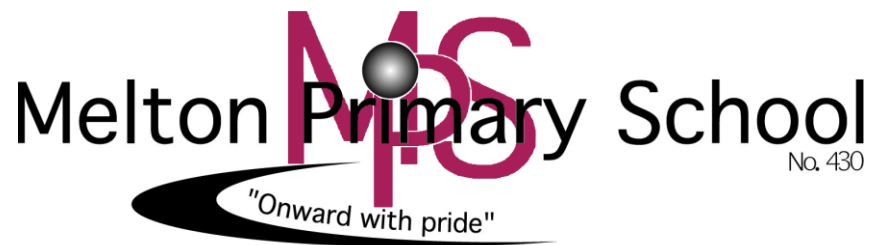
- Literacy Enrichment, Physical Education, and ICT teachers will be replaced. If the Reading Recovery teacher, the Leading Teacher coaches, the Principal or the Assistant Principal are absent s/he will not be replaced.
- If it is known that a teacher will be absent for more than one day a CRT will be employed. Wherever possible a grade will not be split on consecutive days.
- Grade splits will be monitored and recorded. Grade Level coordinators are to split classes at 8:45am. Students will be dismissed from the class where they have spent the day.
- On any single day Melton Primary School will replace the 1st absence, split the grade of the 2nd absence, replace the 3rd absence and split the grade of the 4th absence. All further absences will be replaced on that day. Only one class will be split per grade level.

Grade Splits

- Grades Prep – 2: Each class will be split across the remaining grades in Prep – 2.
- Grade 3 – 6: Each class will be split across the remaining grades from 3 – 6.
- Allocation of numbers of students will take into account the enrolment in each class. The aim is to have an even number of children within each class across the grade levels.
- When allocating children to other classes teachers need to consider the ability of each child. If children are being split to a higher or lower grade level then the teacher should select children of appropriate abilities for those grades. Similarly children that are being split into the current grade level should be those children operating at around the same VELS level.
- The Grade Level Leader is responsible for managing the allocation of children on the morning of the split. If the leader is absent then the next most senior person in that level will coordinate the split. Students must go to the grade according to the split list. Grade Level Leaders and the Assistant Principal will have a copy of class splits.
- All staff members have a responsibility towards all children at Melton Primary School. When a grade is split the teacher receiving the extra children is responsible for the education of those children whilst they are that classroom.
- Teachers must ensure that the extra students are properly supervised and monitored in terms of the work they are completing and their behaviour.
- As students are allocated to classes according to their ability they should therefore be more able to slip into the normal classroom routine and work more easily. It should be possible for those students to join in with literacy and numeracy activities within the new class. However, it is understood that there are areas of the curriculum that it would be much more difficult for students from different grade levels to join in with. There will be a need for an adjustment in those areas but the aim is that the students will work with the allocated class as much as possible.
- Classroom teachers need to work with their own class to prepare them for working in other grades at times when they can't complete the work being covered by the grade they are with. E.g. the child is in a different grade level and they are completing an Inquiry Learning studies unit that is being continued from a previous session.
- This becomes more and more achievable as the students progress through the school. By the time the students are in Grade 5/6 we would expect that the students would have a wide selection of work that they could continue with during these times.

Procedures

- Children take their bags and lockers to the allocated classroom. Children are not allowed to return unsupervised to their classroom to collect further material.
- Children are to be dismissed from their allocated classroom, leaving their lockers, which can be collected the following day. The children are not to return to their classroom.
- Children cannot be transferred to other grades, including during specialist sessions, unless all teachers involved have discussed the matter.
- It may be necessary to provide work for the children, especially those going to a different grade level. (Need to have an emergency folder of sheets created by each grade level.) Coordinators ensure that these materials are available on the day of the split.
- Students from split classes will come together for any timetabled specialist session/s.
- Yard duty of any non replaced teacher will be covered by a CRT or, if necessary, the next Emergency Replacement teacher on the list.



Evaluation

1. Has employment of CRT's been kept within budget constraints?
2. To what extent have programs been continuous with minimal interruptions?

Review Date: July 2013