



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

RATIONALE

It is important to provide the least amount of interruption to student learning when a teacher is absent. At Barton Primary School careful consideration is taken when planning for this.

AIMS

At Barton PS we aim to have the least amount of interruption to student learning when teachers are absent. When planning for the appropriate coverage the following questions are examples of what is taken into consideration:

1. How can we best ensure continuity of student learning?
2. How can we ensure class programs are minimally affected?
3. How many times has a class within the year level had a teacher absence and what effect is this having on the teaching team?
4. Does the teacher have APT on their absence day?
5. Is it possible to cover the class with internal arrangements?
6. What is the CRT budget status?
7. How can we aim to ensure APT is still provided for teachers?
8. Who may have to cover another teacher's absence?

With the aim of least amount of interruption to student learning, there are a variety of options that the Leadership Team could utilise for teacher replacement. These include:

1. CRT
2. Timetable Changes
3. Split class across the school
4. Alteration of specialist programs
5. Split class across a section of the school
6. Roster staff on APT, to cover class

IMPLEMENTATION

Leadership Actions for Teacher Absence and/or Replacement

- Teachers follow the staff absence process as outlined in the School Handbook, contacting a member of Leadership to report absence
- Leadership team determine appropriate coverage
- Actions are taken at school to organise students and teachers as necessary
- Coverage is listed on the daily bulletin
- Staff log absence on Edupay, attaching appropriate documentation as required
- Principal Class following DET process approve leave on their return or earlier

Teacher Actions:

CRT coverage in all classes

If a CRT is employed to cover a class (classroom or specialist), it is expected that the regular class routine and class tasks would continue. If absent or on leave teachers will ensure the following has been done:

- Work program and term planners are saved on P Drive and updated accordingly
- Where possible, the daily plan is sent through to the Team Facilitator to be distributed to the CRT upon their arrival that includes Learning Intention, Success Criteria and suggested activities. This plan may also refer to the team member/teaching buddy who can guide the CRT and provide more information.
- Where possible, preparation completed with hard copy and hands on resources readily available eg Unifix blocks are placed in a central space and photocopying has been completed

Timetable Changes

All staff will be flexible in adapting to the changes in regular timetabling, to assist with coverage of a class with a teacher absent. Minimal interruption is the desired outcome, however this may not be possible all of the time. Timetable changes may consist of moving specialist times and extra yard duty. If a teacher loses APT, an ongoing 'reimbursement of APT' list, will be kept by Leadership and if possible will re-pay the teacher the APT they lost.

Class Splits – across whole school and section of school

Class splits should have minimal impact on student learning. Students are to join in and participate in the class activity being conducted by the class teacher. It is not acceptable to have students that have been split into a class to be sitting on a computer all day or just being 'helpers'. It should not be obvious who the 'split' students are eg they should not be removed from the class and working independently in another space.

When required, the Team Facilitator should be able to provide tasks to be completed by students whilst in another room. These tasks should be current/up to date tasks applicable to *current* learning outcomes. Creating a class split booklet full of 'busy activities' for the year level is not acceptable.

Alteration of Specialist Program

At times specialist programs may need to be altered to assist with coverage for the class with an absent teacher. Specialists may be required to work in classrooms and/or alter their lesson plans to accommodate the changes in regular programming.

Rostering staff on APT to cover class

Staff that have APT may be required to assist with cover of a class that has a teacher absent. This would be in 30 minute intervals.

POLICY REVIEW AND APPROVAL

Policy last reviewed	20 May 2021
Consultation	School Council Ratified
Approved by	Principal
Next scheduled review date	20 May 2024

