



**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 Primary School 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 the 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 NTF 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 NTF is still provided for teachers?
8. Who may have to cover another teacher's absence?

With the aim of the 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 classes across the school
4. Alteration of specialist programs
5. Split class across a section of the school
6. Roster staff on NTF, 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 an absence
- The 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 Google Drive and updated accordingly
- Where possible, the daily plan is sent through to the PLC Leaders / Teaching Partner 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 is 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.

### ***Class Splits – across the whole school and section of the 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 work independently in another space.

When required, the PLC Leader 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 NTF to cover class***

Staff who have NTF may be required to cover a class that has a teacher absent.

### ***Casual relief staff***

It is expected that casual staff at Barton abide by the school's Statement Of Values & School Philosophy and Child Safety Code of Conduct Policies. Any concerns about the conduct or performance of casual relief staff are communicated as soon as possible to the relevant agency for action.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	18/06/2024
Reviewed by	OH&S and School Operations Team
Approved by	Principal
Next scheduled review date	26/06/2027

