

# **TIRIMOANA SCHOOL** **RELIEF TEACHING POLICY**

## **RATIONALE:**

When a regular classroom teacher is absent or on leave, a registered or provisionally registered teacher must assume responsibility for the class.

## **PURPOSE:**

1. To ensure that every class has a suitably qualified and registered teacher.
2. To monitor and check that all teachers employed by the BOT are registered.
3. To ensure that there is adequate provision to employ relief teachers as required.

## **GUIDELINES:**

1. The BOT will ensure that there are adequate resources in the relief teaching budget to fulfil their responsibility to ensure children are instructed by a registered or provisionally registered teacher.
2. The school office will ensure all relief teachers are registered. The school will keep photocopies of current registration cards on file.
3. The school office will maintain a current list of available relief teachers.
4. When teachers are absent, the most appropriate relief teacher available at the time will be employed by the Principal, DP's or school secretary.
5. The Principal, DP's and non-classroom teaching staff are not automatically available as day to day relievers. However, the Leadership Team will use their discretion to determine if and when they are available for teacher release, or as guided by the Principal.
6. In the absence of any suitable registered teacher being available, children may be dispersed across other classes in the school, as directed by the Principal and Leadership team.
7. The school administration person will check relief teacher's registration expiry date to ensure they are still current.
8. The school administration person will copy two forms of identification for each relief teacher and keep copies on file.

## **CONCLUSION:**

All children will be taught by registered teachers or by staff supervised by registered teachers.