



# 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 Board are registered.
3. To ensure that there is adequate provision to employ relief teachers as required.

### GUIDELINES:

1. The Board 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. All relief teachers are required to complete a Personal Information Form, proof of identity, provide IRD and MOE numbers, and printout of their current practicing certificate.
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 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. Each new relief teacher is provided with the school Code of Conduct policy.
8. The school administration secretary will register first time relief teachers with Edpay.

### CONCLUSION:

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

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**NELP Objectives 1,2,3 Priorities 1,2,3,4,5**

Policy 16

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15/03/2023