



Spencer Park Primary School Teacher Relief Procedure

TEACHERS' RESPONSIBILITIES

- Unless urgent a teacher requiring relief for short leave should if possible have this approved by the Principal at least 3 days before the day. It is the teacher's responsibility to organise relief. Urgent short leave can be organised through the Deputy responsible for this role.
- When requiring sick leave due to illness the Deputy responsible for this should be notified as soon as possible (preferably before 7:30am on the day of the absence).
- Teachers requiring consecutive days relief for illness should notify the Deputy responsible ASAP.
- Teachers need to provide written evidence from a health professional for a period of illness in excess of 2 consecutive days and after 5 sick leave days (without evidence) per service year. Also evidence is required for any day taken immediately preceding or following a school vacation. The leave form with attached evidence should be handed to the school registrar as soon as you return to work.
- Teachers should have prepared planned activities for the day(s) they are absent. It is understood that there may be exceptional circumstances where this is not possible.
- Short amounts of LSL are to be approved by the Principal at least a week before it is due to be taken. Relief for this leave is to be organised by the teacher.

OFFICE RESPONSIBILITIES

- Liaise with Deputy responsible and ensure accurate records of relief requirements and relief teachers employed are kept.
- Contact relief teachers and match with school requirements. (Only for those times when teachers are to be released for PD or other special purposes.)
- Keep up to date records of all relief teachers, their availability and suitability for particular classes.
- Deal with any issues related to relief payment.

SCHOOL DEVELOPMENT RELIEF

- These can only be provided in consultation with the principal and the Deputy responsible for relief.
- These relief days will be used to enable school planning and specialised PD.
- They will be provided on a needs basis.

TEACHER RELIEF FILES

- Each teacher should have a "Teacher Relief File" set up so that a relief teacher can have ready access to information concerning their class. This would include; special needs of individual children, discipline processes within the class etc. This file will be kept in the office and be readily accessible for relief teachers.
- Teachers are responsible for updating this file with the necessary information during the early part of term 1.