

TEACHER ABSENCES

Sickness:

Teachers are requested to phone the “Leave of Absence” Teacher at home between 6.00-6.30am if unable to attend through illness etc. Phone number 0276950909. Contact in the evening is even more appropriate if illness is evident then.

Teachers are asked to note the following

1. If a teacher knows advance that they are going to be absent from school then they must ensure that work is prepared in detail to cover the period of absence.
2. Where possible teachers should make arrangements to email their days work to their Senior Leader if it is not on google docs.

Relievers

Each teacher will be asked to complete an “Emergency Kit” which as well as providing relievers with basic information relating to routines and organisation will indicate their responsibilities regarding duty etc.

In addition each Team Leader will be responsible for overseeing the maintenance of a “Relievers Emergency Kit” which will contain material which can be used in an emergency to provide any reliever with unit plans, work sheets etc relating to the basic curriculum.

e.g. reading
mathematics
spelling & language

Leave for Other Purposes:

The Teacher requiring leave for any purpose other than sickness **must negotiate this with the Principal** who will then inform the Teacher responsible for Day-to-day Relievers for employment of a replacement teacher.

- Teachers with full termly attendance – Petrol Vouchers \$60.00
- Teachers with full annual attendance – Monetary \$350.00