

3.4. SHORT TERM RELIEVERS

RATIONALE

When teachers are sick or unable to attend school the use of short term relievers ensures that class routines / programmes are maintained. Short term is defined as three weeks (see Leave of Absence Policy)

PROCEDURES

1. Teachers arrange own reliever from list supplied where possible i.e. for in-service days. The school Executive Officer must be informed of any relievers working in the school.
If the teacher is sick they should still try to arrange a reliever. (see Staff Handbook for details).
2. In the case of sudden sickness leave a message on the school's answer phone as early as possible.
3. Reliever is asked to call at the office to find out which room they are in.
4. Relievers are part of the school staff and are to be treated accordingly by staff and children.
5. Relievers are professional people being paid as such therefore it is reasonable to expect them to prepare, deliver and mark their own programme if that is required. This does not preclude teachers leaving their own programme to be followed in order to minimise disruption to learning.