



Relieving teachers Procedures

This outlines the process for the formal induction of relievers at the Primary School. The objective of the formal induction programme is to provide an introduction to the School, and information and support that will enable relievers to teach their classes and to ensure that Health and Safety standards are maintained.

The induction will cover the following:-

- Health and Safety
- Curriculum/ timetable
- Personnel procedures and administration

It is the responsibility of the Principal to ensure that this induction takes place. In the case of a planned absence then the teacher taking leave will carry out the induction.

Procedure

When the reliever arrives they should sign in at the office and meet the Principal who will take them to the classroom. They should be provided with the following information:-

For the School

- Relieving teacher procedures
- Recording attendances – process is described overleaf
- Lesson Plans – from Class teacher
- Timetable - from Class teacher
- Playground duty roster and supervision procedures
- Sun safety procedure
- Behaviour Management procedure
- List of names of students in the class
- Location of teaching equipment
- Casual reliever form
- Schedule of hours worked
- Emergency Evacuation Plan
- Map of school and kindergarten including location of safety equipment and medical supplies
- First Aid procedure and information re Accident book
- Daily Hazard checks
- School Staff handbook

Relieving Teachers Procedures

The reliever must provide the school a completed Casual reliever Form that includes their MOE number, Teacher registration and confirmation of the required Covid vaccine status. They must also provide information to comply with the School's safety checks. Primary School relievers are paid through Edpay, the Ministry of Education's payroll service.

All relieving teachers should sign a copy of this procedure to confirm that they have been provided with all relevant information listed above. For staff who relieve at the school regularly then signature is only required every six months.

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I confirm that I have read the procedure above and have been provided with the information listed

Signed by Relieving Teacher _____

Name _____ Date _____

The reliever should keep a copy and return one copy to the office.

School day – normal process

1. Class 1 and 2 has a fire to light before 9am
2. Class 3 rings the bell at 8.55am. The school register is taken. Classes start at 9am.
3. The day book is collected from the office by a class three child and taken around all the classes for each class teacher to record children's absences, and whether the teacher has been informed by the parent already of the reason.
4. The day book is sent to the office where any unexplained absences will be followed up.
5. Morning tea is at 10.30. Teachers eat with children and one teacher is on playground duty – as per roster. See Playground supervision procedure.
6. Practice lesson then starts at 11.15. The bell is rung by class 3 so that children know to head to class.
7. Lunch is from 12.45. Teachers stay with children to eat and one teacher is on playground duty. If the teacher you are covering has a duty then you do that duty.
8. Afternoon lessons start 1.30 (The bell is rung by class 3 so that children know to head to class). The afternoon lesson continues until 3pm. Children are supervised until 3.10 when any children not collected/ gone home should be taken to the office.

Daily checks

1. Please check that all entrances/ exits are unlocked and unobstructed.
2. At the end of the day ensure your classroom is locked, windows closed and heater and any other equipment is turned off

Signed (Principal).

Date 16.02.22

Name Rene Johnstone

Review date