School
Dunedin Rudolf Steiner
Learning with head, heart and hands

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 and where possible, the teacher will communicate with the reliever in advance.

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 – in the relieving teachers' pack
- Recording attendances – process is described overleaf
- Lesson Plans – from Class teacher
- Timetable - from Class teacher
- Playground duty roster and supervision procedures – in the relieving teachers' pack
- Sun safety procedure – in the relieving teachers' pack
- Behaviour Management procedure – in the relieving teachers' pack
- List of names of students in the class – in the relieving teachers' pack
- Location of teaching equipment – in the relieving teachers' pack
- Emergency Evacuation Plan
- Map of school and kindergarten including location of safety equipment and medical supplies – in the relieving teachers' pack
- First Aid procedure and information re Accident book – in the relieving teachers' pack
- School Staff handbook in the relieving teachers' pack

The Principal will also provide information to comply with the School's safety practices, such as keeping doorways clear, responding appropriately to any obvious hazards etc (see below).

The reliever must provide the school with adequate information for their pay to be processed on the Ministry of Education's payroll service (MoE number and Teacher registration).

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.

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. The class in the Octagonal classroom has a fire to light before 9am
2. The bell is rung at 8.55am. The school register is taken on Edge. Classes start at 9am.
3. The reliever should send the office a list confirming children's attendance by 9.20 each morning and whether the teacher has been informed by the parent already of the reason.
4. Any unexplained absences will be followed up by the office.
5. If a child goes home during the day then this must be reported to the office.
6. Morning tea is at 10.30. Teachers eat with children and one teacher is on playground duty – as per roster. See Playground supervision procedure.
7. Practice lesson then starts at 11.15. The bell is rung by class 3 so that children know to head to class.
8. Lunch is from 12.45. Teachers stay with children to eat and one teacher is on playground duty. A karakia is said before food. If the teacher you are covering has a duty then you do that duty.
9. Afternoon lessons start 1.30 (The bell is rung so that children know to head to class). School finishes at 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 16.6.2026

Name Anna Nobbs Review date 16.6.2029