
ESSEX HEIGHTS PRIMARY SCHOOL **CASUAL RELIEF TEACHERS POLICY**

Essex Heights Primary School will provide teacher replacement(s) (CRTs) for staff who are absent from classroom/specialist teaching duties. In order to maintain continuity in learning programs and best cater for the wellbeing of students, where possible we will employ CRTs from a bank of teachers who are familiar with the students and the school community.

Guidelines:

1. Teachers will notify the CRT Coordinator of pending absences as soon as possible.
2. The CRT Coordinator will arrange for replacement of absent teachers where possible.
3. The School Council is responsible for the payment of CRTs and the management of PAYG tax and superannuation, via the Office Manager.
4. CRTs employed by the school must be appropriately qualified, VIT registered, and medically fit for such employment.
5. CRTs employed at Essex Heights Primary School for the first time must provide a copy of VIT registration and complete a Casual Relief Teacher Employment Form and relevant documentation.
6. The CRT Coordinator will complete an induction program for CRTs new to the school which includes OH&S and Child Safe procedures (Child Safe policy, Child Safe Commitment, Child Safe code of Conduct and Child Safe Incident Reporting).
7. Regular CRTs will be invited to attend school-based Professional Development sessions.
8. Each class will maintain a CRT 'Class Information' book in a designated place in the classroom (under the TV monitor).
9. In case of absences, teachers are expected to leave adequate details regarding daily classroom programs for CRTs. NB. Emailing classroom programs is acceptable.
10. In cases where extended leave is anticipated this will be communicated to the parents of class students who are affected.

Evaluation

This policy will be reviewed as part of the School Council's review cycle.

George Perini

Kristen Steer

Principal

School Council President

School Council – May 2019