STAFF REPLACEMENT – CRT POLICY

2009

**Purpose:**
To outline the processes to be followed for staff replacement.

**Guidelines:**
- Replacement procedures for leave will occur in line with procedures as outlined in the Victorian Government Schools Reference Guide and the school’s own Leave Policy.
- Replacement procedures will aim for minimum disruption to the established timetable and to school routines.
- Internal Replacement processes will aim to provide release for teachers to assist in the planning and preparation of special activities. (eg. School Focus Days, Forward Term Planning)

**Implementation:**
1. For staff involved in programs funded by special project grants, replacement will occur through CRT employment.
2. For teaching staff absences to be covered within school establishment, the employment of CRT’s from within the school’s budget allocation will occur.
3. An absentee’s duty times will be undertaken by CRT staff in order that specialists and other staff are not disadvantaged.
4. The Principal may undertake classroom supervision to allow release for staff involved in special program planning.
5. For leave of a longer-term nature, replacement staff will be deployed in the vacant position to ensure continuity of the program.

**Evaluation:**
1. This policy will be subject to the review processes operating within the school.
2. Principal and staff will monitor the process in determining whether it is effectively addressing staff replacement needs.
3. The Management & Finance Committee of School Council will act on recommendations from Principal and staff in order to effect necessary changes to the policy.
Casual Relief Teacher Guidelines

**THIS FOLDER CONTAINS:**

- CRT Expectations
- Daily Timetable
- Assembly
- Photocopying
- Art Room Resources
- Classroom Provisions
- PE Equipment
- Staff Member List
- List of children with Special Health Needs
- First Aid Procedures
- Duty Responsibilities
- Student Discipline
- Staff Facilities
- Library Operation and Use
- Disaster Plan overview

**Appendices:** *These will be available within the individual teacher’s folder*

- Plan of the school
- Whole School / Specialist Timetable
- Yard Duty Roster
- Other rosters and information as appropriate
Eaglehawk North Primary School has the following expectations of you as a Casual Relief Teacher.

- You report for duty no later than 20 minutes before the commencement of lessons.

- You perform all duties expected of the class teacher being replaced. Duty lists covering yard, bus, gate and library are located within this folder and also on the staffroom noticeboard.

- You teach the program left by the class teacher to the best of your ability.

- You mark the attendance roll as soon as possible after 9.00am and 2.00pm.

- Canteen orders, other monies and notices be forwarded to the after soon after 9.00am.

- When your allotted class has a specialist program you will actively seek other duties or undertaken those already assigned. Refer to the Principal if there is clarification required on this.

- The room is left in a tidy state with all materials appropriately stored.

- You check the teacher’s “pigeonhole” in the staffroom during the lunch break and deliver any notices to relevant children in your class.

- You actively participate in all school activities as planned.

- The feedback proforma provided be completed and handed in to the Principal at the end of the day.

- Any extra information important for teacher reference be completed and left with this folder.

- You call at the office at the end of your day’s work to sign forms as required.

- and ……………..

ENJOY BEING A MEMBER OF OUR STAFF TEAM FOR THE DURATION OF YOUR STAY !!

As a Casual Relief Teacher you are entitled to have the following expectations of Eaglehawk North Primary School.

- Clear lesson guides are readily available for you to teach the children in your care.

- If you are unsure of teaching requirements for the day you may seek the help of the Sub-school Manager or other teachers in the department as all are committed to team planning and curriculum implementation.

- Staff will assist you to make your time in the school an enjoyable experience and your lessons of educational benefit to the children.
We would appreciate your participation in our team ethos by observing the following procedures:

- Ensure that any parent or guardian be directed to the office to sign the record book if they wish to collect a child from the school other than at the designated home time.
- Ensure that children leave the room tidy, all rubbish removed from the floor and chairs placed on tables.
- Ensure that rooms are left ready to be secured, i.e. windows shut and locked, doors pulled shut if already locked by the cleaner.
- Ensure conservation of power by turning off all lights and air conditioners or heaters during the breaks and at the end of the day.
- Ensure the computers are closed down and covered.
- Ensure that resources are used prudently.

The daily timetable is as follows:

8.45am  Yard duty or supervision of entry of children to the classroom
9.00am  Commencement of first session
11.00am  Commencement of lunch eating period  *(conducted in class under teacher supervision)*
11.15am  Commencement of lunch play period
12.00pm  Commencement of second session  *(bell preceded by music to signal end of play)*
2.00pm  Commencement of recess play period
2.30pm  Commencement of third session  *(bell preceded by music to signal end of play)*
3.30pm  School dismissal
3.45pm  Gate & bus duty concludes  *(Any remaining children wait at the office)*

Please note that children not having finished at the end of the eating period should proceed to the amphitheatre area to finish. Children are not to eat food while walking around or while in other areas of the playground.

Assembly:
- Assemblies are held each Monday morning between 9.00am and 9.45am.
- An assembly coordinator arranges the agenda. Check who this is if wishing to add items to the agenda.
- Assemblies are usually held in the multi-purpose room.
- Please take your class to the assembly area when the bell rings and take responsibility for their supervision during that time.

Photocopying:
- The photocopier is in the Teacher Resource Room adjacent to the office. If you have any difficulties with its operation please one of our Office staff for support.

Art Room:
- Donated consumables from the Art room storeroom may be used by class teachers. Purchased materials however should only be used after consultation with the Art/Craft specialist or another teacher from the department, as these will need to be replaced from classroom budgets.

Physical Education Equipment:
- The P.E. specialist will provide a supply of basic play equipment to all rooms. Please encourage the children to care for and return this equipment at the conclusion of each play session.

ICT - Staff Code of Conduct:
- Outlook is our preferred default email system. Any email should be directed through the ‘Edumail’ process. Use of ‘hotmail’ is restricted on our school network.
- Teachers researching information should use the ‘defaulted’ Education Channel first before using other search engines.
- Printing should be directed to your nearest pod/classroom printer and use of the ‘color’ printer should be at ‘teachers’ discretion.
- Borrowing and returning of ICT equipment is the classroom teachers responsibility. It should be noted in the ‘borrowing’ book noting type/date of borrowing. Children should not be responsible for borrowing equipment.
**DUTY**

**Oval:**
- Supervision of the area involving: Senior play equipment, cricket nets, oval courts, to the north of the junior portables
- Ensure that children begin to move when the pre-bell music starts to play.

**Buildings:**
- To supervise the area around all the buildings and bike racks.
- No children are to be in classrooms without a teacher present. The Duty Teacher may accompany children if it is necessary retrieve something from the room during a break.

**Front:**
- To supervise the area from the driveway, around the front of the school to the junior sandpit area.
- Particular attention should be paid to play activities on the equipment.

**Bus:**
- Bus travellers will assemble in alphabetical order on the asphalt area at the front of the school.
- Mark the roll as children are assembling.
- Walk children out to the bus in an orderly fashion and see them onto the bus and seated.

**Lunch:**
- All class teachers supervise their children during the lunch eating times of (11.00-11.15) and

**Multi-Media Centre:**
- Supervise the use of the MMC between 11.30am and 12.00pm if rostered for PLT engagement activities.
- Close monitoring of Internet sites should be undertaken.

**Wet Day timetable:**
- If a wet day timetable is announced, the supervision of children is shared equally between the two teachers of a building.
- Refer to the Duty Roster within this folder or posted in the Staff room.

**DAILY DUTIES**

**Lunch Orders:**
Monitors collect lunches from the Canteen at 11.00am after the first bell rings.

**Class & Canteen Money:**
All money is to be collected (in the containers provided) and dispatched to the Office first thing in the morning.

**Rolls:**
These are to be marked first thing in the morning and after lunch. Rolls will be collected by the duty students and taken to the office when required.
STUDENT DISCIPLINE

Eaglehawk North Primary School approaches discipline using the concept of fair rules, responsibilities and consequences.

Please observe the Discipline Plan which is displayed in the classroom. The rules listed on this plan will include the following:

<table>
<thead>
<tr>
<th>The Learning Rule</th>
<th>The Problem Rule</th>
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<tbody>
<tr>
<td>The Talking Rule</td>
<td>The Movement Rule</td>
</tr>
<tr>
<td>The Treatment Rule</td>
<td>The Safety Rule</td>
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</tbody>
</table>

It is usually most beneficial to begin your day by clearly stating, in a positive and supportive manner, your expectations and showing the class that you are happy to be with them.

Here are some hints for dealing with inappropriate behaviour in the classroom.
- Maintain eye contact when speaking with the child.
- Minimise embarrassment and hostility by using a respectful voice.
- Keep a moderate voice level – avoid yelling.
- Watch proximity to the student – to maintain distance.
- Avoid arguing and give clear choices to maximise the student’s responsibility for behaviour.
- Maintain a sense of humour and share this with the student as appropriate.
- Be consistent in the use of appropriate action and follow through.

Types of Corrective Action:

Tactical Ignoring
Reinforce ‘On Task’ behaviour and ignore harmless ‘Off Task’ behaviour.

Simple Direction
Use respectful language accompanied by “please” and “thankyou.”
Keep directions simple.

Rule Reminders
Simply restate the rule. Don’t get caught up in discussion and don’t give long-winded lectures.

Blocking
State a direction repetitively.

Simple Choices
Give a choice to work quietly or to move away from the group within the room.

Removal from Class
When faced with aggressive, dangerous tantrum or any behaviour that continues to disrupt learning within the group, the teacher may need to seek assistance to remove the student from the classroom to be supervised by the Principal or another teacher. At this stage the use of the Blue Card or ultimately the Red Card may be warranted.
Note: Never leave the child unsupervised.

School Behaviour Management Approach.
This is an effective, short term method of dealing with disruptive behaviour. Make sure you explain it to the class before implementing.

Strike One
Warning

Strike Two
Last Chance or Time Out (At this stage the child may be isolated within the classroom or, through use of the Blue Card, spend time in another location.)

Strike Three
Out of the classroom/playground – to Principal or A.P. (Red Card)

Note: Use a responsible student to deliver the appropriate card.
STAFF FACILITIES

- Staff toilets are situated in the administration building next to the staff room.
- See Fran Forge regarding morning tea payment arrangements.
- Cups and mugs for general use are stored in the drawers or on the shelf.
- General appliances (microwave, sandwich maker) are available for staff use.
- Lunch may be ordered from the canteen at 9.00am with the children’s orders.
- A Duty Roster is posted on the hot water service. Please check to see if the teacher you are replacing is on duty. The duty person is responsible for loading and unpacking the dishwasher, wiping benches and general tidying at the end of the day.
- The Age and advertiser are available for staff reference during the day. The copies of the Herald-Sun are the property of individual teachers.
- An outline of daily events is posted on the whiteboard with general issues detailed in the blue diary on the staff room table. Please make yourself aware of issues posted.

Library – Organisation and Use
The library is a joint facility used by all school personnel. Please ensure that it is left tidy after each session. If windows are open these should be closed at the end of the session. Any books taken from the shelves may be stacked on the Returns Trolley if children are unsure of correct shelving procedures.

The automated library Circulation and Cataloguing system is Bookmark. The following procedure should be used when using the system:
- Turn on the computer located on the trolley by turning on at the power plug then pressing the “ON” button and screen button if necessary.
- Password – Library
- Bookmark program will appear.
- From Main Menu – Select #1 Circulation (Press Enter)
- Select #2 Returns (Press Enter). Scan each item being returned. Overdue books will be indicated by a red line. There is no need to take any action regarding this.
- Select #1 Loans (Press Enter). Borrower’s Barcode (in blue folder, grade order, alphabetical order) must first be scanned. If a child has an overdue item they are usually unable to borrow. If a teacher has an overdue item, enter the override password “curriculum” to allow borrowing to continue. This password is not available to children so please enter it without disclosure to them.
- The Barcode “swap” (on blue folder) or F1 may be used to return an item whilst within a borrower’s name. To conclude the return scan “finish” or press the “Escape” key. (If the item does not appear as returned on the green screen, the item is not in that borrower’s name and it will need to be returned through bulk returns.)
- Do not use Public Access mode on the main computer. This function should be accessed on one of the computers available for this purpose against the wall of the library office.
- If any other password is required please see Ricky Hunt or Katrina McNaughton who will insert the main command password. Katrina McNaughton is the library technician who works school hours. Katrina is familiar with the library organisation and will be able to assist with all library needs.

Pencils for Junior Department use are kept in the library office. These should not be left out during lunch breaks. Pencils and paper for lunchtime use are stored on the bottom shelf of the sorting trolley.

Clag is available for use by all children. Please replace lids at the end of the day.
Chairs should be placed on tables at the end of the final library session for the day.
If time permits please shelve books at the conclusion of the day.
**EMERGENCY DRILL**

Please familiarise yourself with the EMERGENCY DRILL evacuation map which is displayed within the room.

**ALERT CALL**  -  Beep Beep Beep

**EVACUATION CALL**  -  Continuous Siren

1. The Alert Call will be used to gain everybody’s attention – followed by a message over the Public Address System (a runner system will operate if the Public Address System is inoperative).
2. All classes and visitors to be prepared to evacuate their room if directed.
3. If required, classes will follow specific directions and move to designated areas.
4. Classes are to move in an orderly manner at a brisk walk.
5. Teachers are to be last out of the room, to bring the roll, to shut the classroom door and check that any visitors to their classroom are accounted for.
6. Class teachers with A.P.T. are to obtain their roll, move to the assembly area, relieve Specialist teacher and check the roll.
7. Note **ALL** class rolls are to be checked immediately on arrival at the assembly area.
8. Principal/Business Manager to check: Sick Bay, Reading Recovery Room Staffroom, Staff Toilets
9. Business Manager to remain in office for communication, Principal to remain in the office as Controller.
10. Principal/A.P. to check – Multi-purpose Room, Canteen, Children’s toilets
11. The Alert Call will be used to gain everybody’s attention – followed by a message over the Public Address System.
12. A.P./Leading Teacher to ascertain all pupils and staff are accounted for and to control the Evacuation area.
13. Everyone to remain in designated area until given further instructions.

**GENERAL INFORMATION**

Major Assembly Area: Front Lawn near the carpark
Alternative Area: School oval
Total Site Evacuation: move to Sailor’s Gully Hall (via bike track – Franklin and Growler Streets)

A staff member may be used as a messenger at the Controller’s discretion

**NOTE:** If the need to evacuate your room urgently arises, evacuate your class, take the roll, send a child runner directly to the Office.

A situation may arise that will require a variation of, or alternative action to that listed above – **LISTEN CAREFULLY**
Eaglehawk North Primary School

Class Teacher Notices & Instructions for the Replacement Teacher

Date: ____________________  Class: ____________  Teacher: _____________________

Location of Specific Documentation

- Work Program _____________________________________________________________
- Prepared Lesson Materials ________________________________________________
- Evacuation Procedures ____________________________________________________ (copy also in this folder)
- __________________________________________________
- __________________________________________________

Children in class requiring special consideration, attention, supervision

<table>
<thead>
<tr>
<th>Child</th>
<th>Reason/Recommendation/Comments</th>
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Special Issues to be aware of today in relation to your role

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<tr>
<th>Duty</th>
<th>Before School</th>
<th>Morning Recess</th>
<th>Lunch</th>
<th>After School</th>
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Specialist Release  ☐  Time(s)  ____________  (See the principal for reallocation of duties)

Other matters specific to the class and your work for today

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

I hope that you really enjoy your day with my class.
I look forward to receiving your feedback report when I return.

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Sharepoint:  Administration/CRTInformationFolder/CRTOutline
Eaglehawk North Primary School

Replacement Teacher Feedback for the Class Teacher
(Please hand this sheet in to the Principal at the conclusion of your day’s teaching)

Date: ______________ Class: ____________ Replacement Teacher: _____________________

Feedback on preparation and instructions provided
A planned work program was provided ☐ Instruction sheet provided clear guidance ☐
Thorough lesson preparation was provided ☐

Comments
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Feedback on the program undertaken
All work planned was covered ☐ All work has been corrected ☐

Comments
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Routine responsibilities
Attendance Rolls marked ☐ Money forwarded to office ☐ Notices attended to ☐

Feedback on students
Overall, I found the students to be:
Friendly ☐ Helpful ☐ Courteous ☐ Cooperative ☐
Punctual to class ☐ Engaged in work ☐ Enthusiastic ☐ Responsible ☐
Other: ☐ ☐ ☐ ☐

Students worthy of positive recognition:
___________________________________________________________
for _______________________________________________________
___________________________________________________________
for _______________________________________________________
___________________________________________________________
for _______________________________________________________

Students who presented difficulties:
___________________________________________________________
by _______________________________________________________
___________________________________________________________
by _______________________________________________________
___________________________________________________________
by _______________________________________________________

Other issues you may need to be aware of or General Comment
_____________________________________________________________________________________
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