



Effingham Secondary School

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EXAM CENTRE NUMBER : 5411217

SCHOOL POLICY

RELIEF TEACHING POLICY

From time to time a colleague may be absent from school and learners cannot be left unattended. Therefore, it would be necessary for those classes to be allocated to a teacher to serve relief.

Noting that not all educators have an equal teaching load nor equal teaching periods, it is only fair to use the relief periods to bring about some kind of equity on a weekly basis.

You will be placed on relief teaching on the following basis:

1. When you teach 30 periods you will be used for a minimum of 5 periods per week.
2. When you teach 31 periods you will be used for a minimum of 4 periods per week.
3. When you teach 32 periods you will be used for a minimum of 3 periods per week.
4. When you teach 33 periods you will be used for a minimum of 2 period per week.
5. When you teach 34 periods you will be used for a minimum of 1 periods per week.
6. When you teach 35+ periods you will not be used for the week.

[This will apply unless circumstances beyond our control necessitates using more than the stipulated periods per week].

During RELIEF / FREE PERIODS you are to :

1. For the first 4 minutes or so come out of your classroom to help clear the block and ensure that all learners are in class.
2. To engage in class teaching which will foster a purposeful progression in learning and which is consistent with the learning areas and programme of subjects and grades as determined.

Learners must always be meaningfully occupied and under your control in your classroom.

Ratified and adopted at a Staff Planning meeting held on 1 December 2017.

Inderan Govender : Principal : _____