



CRT POLICY

Rationale

- The Casual Relief Teacher policy ensures the effective expenditure of the CRT budget, the smooth running of the school and clarifies when CRTs will be utilised.

Aim:

- To ensure all CRT's are allocated efficiently
- To ensure proposed budgets are not exceeded
- To ensure a fair, equitable and transparent process for allocating CRTs

Implementation:

- TSPS operates with the philosophy of shared responsibility for all students within a given community.
- To best meet the needs of the students, community staff will take responsibility for all students during a colleague's absence.
- On occasions when 2 or more teachers are absent from the same community, a CRT will be employed to cover the 2nd and subsequent absence.
- Specialists will be covered by a CRT if alternative arrangements cannot be made.
- The cost associated with Specialists attending Professional Development or Special Events will be taken from their Curriculum Budgets and not the CRT budget allocated for the year.
- Teachers of Foundation students will be replaced with a CRT during **first term** to support those students entering school for the first time.
- CRTs will replace staff who take extended leave of greater than a week.
- CRTs will only be employed through Resource Ed.
- In the event where CRTs are unavailable alternative arrangements will be instigated.
 - * Specialists will be rescheduled for later dates
 - * When 2 teachers are absent from a community and CRT staff are not available one group of students will be split across the same level. In the event that there are no more than 2 Communities of the same year level, students will be split across the whole school.
- When the CRT budget is expended, no further CRT's will be appointed.

Evaluation:

- This policy will be reviewed by School Council as part of the school's three year review cycle.

This policy was last ratified by School Council in....

November 2016