

*This policy was first drawn up on 09/01/97
Reviewed 20/09/00
Reviewed 23/01/01
Reviewed 15/01/04
Reviewed August 2009*



ABSENT TEACHER'S POLICY

Scoil na mBuachaillí
(Clonakilty Boys National School)



AIMS / PURPOSES

- To help the smooth running of the school.
- To ensure effective supervision of the children of an absent teacher.
- To try in as far as possible to minimise the disruption caused by the absence of a teacher.

PROCEDURES/GUIDELINES

- A **Substitute** will be put in from the first day of a teacher's absence (once a cert. has been supplied), except for EPV days (as these are not covered by substitute).
- A **certificate** is required on the 4th day of a teacher's absence.
 - The first date entered on the Cert is the first day of absence and the last date entered is the last day of absence and NOT the day of return.
 - Don't forget to hand in MC 10 / MB 1 forms on a regular basis.
 - When you call in sick please specify if it is certified or uncertified leave.
- A teacher is entitled to **5 Force Majeure days** in the year with substitute cover - these days are for *"urgent family reasons where owing to a serious injury or illness the immediate presence of the teacher is indispensably required."* An ILL 1 form must be completed and signed by the teacher and the Chairperson, BOM.
- In the case of **bereavement** - a teacher is entitled to a maximum of *"5 consecutive days in the case of a member of the immediate family"* or *"for near-relative 3 consecutive days"*. A substitute may be employed.
- Weddings** - in the case of a teacher's own wedding - *"7 consecutive days from the date of the marriage - Substitute cover is not provided."*

- Weddings** - *"attending the wedding of a near relative - 1 school day - if the wedding is held on a day when the school is open. Substitute cover is not provided"*.
- Graduation** - *"1 school day - if the graduation is held on a day when the school is open. Substitute cover is not provided."*
- Supervision:** If the teacher rostered for yard duty is absent, the next teacher in line will do duty on that day.
- Dividing up the class:** The teacher on duty/principal/Resource Teacher is responsible for dividing up the class. The class is divided up into 9 groups and sent to different classrooms for each day of the absence. Please be conscious of the number of children in different classes and the number of SNAs.
- This may be done at lining up time (if it is the teacher on duty doing it) so as to ensure effective supervision of both classes (teacher's own class and absent teacher's class) or it may be done by a Resource Teacher.
- The **roll book** may be sent around from class to class until all the names are called. If the principal | Resource teacher is dividing up the class - it will be done in the children's classroom.
- Course Days:** Only one teacher will take his/her course day at a time, except in exceptional circumstances. The teacher on EPV day must prepare work for the children prior to absence and notify principal and Tadhg O'Driscoll (SDT) of the absence. The teacher must also arrange for the work to be given to his/her class by a Resource Teacher / Principal.
- Emergency File:** An emergency file is kept in Mrs. Ahern's (SDT) room. This can be photocopied and given to children when a teacher is absent - and where no sub. can be employed.

RESOURCES

- Emergency File** drawn up by all teachers and kept Mrs. Ahern's room.
- List** of substitutes kept in the offices.
- Nine Groups** list to be drawn up and given to all teacher's in September, in Orange File.

MONITORING/EVALUATION/REVIEW

- A regular review of this policy will be carried out to assess its effectiveness.