



3:7 PROCEDURE FOR ARRANGING RELIEF PERSONNEL:

Relief Personnel:

- Contact for day's relief made by the Principal or Deputy Principal, or a member of the Senior Management Team.
- Syndicate Leader informed of staff absence
- School Secretary informed of staff absence
- Syndicate Leader meets with relief person and talks through absentees signed off work plan and any special event(s) on that day

Checklist Card to be given and received back from relief personnel
'In Case of Emergency' Procedures

To highlight:

- Staff members' name and contact phone numbers.
- Daily/Weekly Duty List
- School Bell Times
- After School Activities
- Procedures for Crisis Management