



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Absence of Educators

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 - South African Schools Act Section 9(4) Notice 285 - Reg. 6 (1),(2) and (3)

Purpose

To Fulfil our Commitment to the Education Department's Constitutional Responsibility to Ensure Access to Quality Education for all Learners.

To Ensure

- Continuity of education in the absence of educators.
- Respect for other people's time.
- Set an example for learners to attend school regularly.

Reasons for Absence

- Leave for urgent private business.
- Leave for study purposes.
- Special leave.
- Continuity leave.
- Maternity leave.
- Urgent appointments should be requested at the office.

Duty Hours

- Educators should be on duty seven hours per day.
- Educators should work for a minimum of 1 800 hours per year. The 1 800 hours should exclude absence due to leave, rest periods and sick leave.
- The work done by the educators during the course of a normal work day includes core duties that extend beyond the normal school hours.

School Schedule

- The educator should contact the school at least fifteen minutes before the beginning of the school day to allow for the arrangement of a supervision timetable for grades 4 – 9 or an arrangement for grades 1 – 3.
- The junior primary head of department is informed if it is a grade 1 – 3 educator.

Punctuality:

- Respect other people's time, and then they will respect yours.
- Should an educator leave school during teaching times he/she should resume duties punctually within an agreed time.

Absence

- The Head or deputy should be informed timeously of any expected absences.
- A responsible person to substitute for him or her during his or her absence.
- The classes the educator teaches must be given tasks to occupy them while being supervised.
- The office must have clear instructions on how the learning material should be implemented.
- In the case of an emergency or maternity absence, the office should be informed to allow for a supervision schedule to be drawn up.
- A list of telephone numbers of available substitute parents or other educators should be kept in the office.
- Compensation for substitute persons should be agreed upon at the discretion of the Governing Body.

Return to School After Absence

- The educator must complete the Education Department's form 054 in duplicate.
- Forms can be collected from the secretary before the beginning of the school day.
- A letter or medical certificate stating the reason for absence should be submitted together with form 054.
- The educator to submit form 054 before 09:00 to the secretary.
- The Education Department's form 054 should be completed in black ink.

Implementation

- The policy is applicable immediately.
- At the appointment of a new staff member he or she should be made aware of the policy and be provided with a copy of the policy.
- The policy applies to all the relevant people.

Evaluation

- Annual changes to this Policy based on a questionnaire, can be implemented and should be complied with by all educators.

Date: _____