



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Free Periods for Educators

**EFFECTIVE DATE:** \_\_\_\_\_

### REVISION HISTORY:

As amended on:

11 October 2016

### PURPOSE

Effective Use of Lesson Free Periods by Educators.

#### Level 1 Teachers

- Use these periods to create tasks for their subject, preparation of any tasks that have to be completed or the completion of errands requested by the senior educator or the school manager.
- Can be approached by the principal to supervise in classes where the educator is absent.

#### Subject Heads

- Complete administrative tasks regarding his/her subject.
- Maintain visits to subject team members.
- Monitoring and control of subject content.

## **Senior Educators**

- These periods should be used to monitor and support.
- Completion of clerical tasks.
- Management of his or her portfolio.
- Should supervise in classes during the absence of their educators at the request of the principal.

