

LYNDHURST SECONDARY COLLEGE

DAILY ORGANISATION AND COVERAGE POLICY

PURPOSE

The purpose of this policy is to explain to staff Lyndhurst Secondary College's daily organisation and class coverage procedures to ensure appropriate supervision of students. Appropriate supervision is an important strategy to support student learning, as well as enable effective operations of the college.

This document summarises the working hours and daily organisation procedures at Lyndhurst Secondary College. The document outlines the allocation of the 20+10+8 hours outlined in the Victorian Government School Agreement 2017. It also outlines the expectations and requirements for staff employed on a part-time basis.

OBJECTIVE

To ensure that school staff understand the processes used for the allocation of class coverage and other elements of Daily Organisation.

SCOPE

The principal is responsible for ensuring that there is a well organised and responsive system of daily organisation and operations at the school.

This policy applies primarily to teaching staff at Lyndhurst Secondary College, but will impact Education Support staff with regards to the coverage of yard duties.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Time fractions and allocations for classes and yard duties

TIME FRACTION	MAXIMUM TEACHING PERIODS PER CYCLE	MAXIMUM ALLOCATED YARD DUTY TIME PER CYCLE*
1.0	40	120 minutes
0.9	36	100 minutes
0.8	32	90 minutes
0.7	28	80 minutes
0.6	24	70 minutes
0.5	20	60 minutes
0.4	16	50 minutes
Education Support (Inclusion/MEA staff)		120 minutes
* Additional time for yard duties can be allocated if required from the 8 hours as per the VGSA		

Working hours and breaks

The working day from Monday to Friday is 8.30am to 3.30pm each day for teaching staff with 2 afternoon meetings scheduled from 3.20pm to 4.20pm. Staff in PORs or leadership roles will have additional meetings considered to be part of their POR or leadership role/s.

ES staff has specific start/finish times as outlined in their individual contracts and time fractions.

Compulsory meetings for staff are scheduled at the following days and times:

Monday	8.30am to 8.50am: Staff Briefing (All staff)	3.20pm: Staff Meeting/PLC/Other (Teaching staff only)
Tuesday	8.30am to 8.50am: Case Management Meeting (Staff of particular students/year levels only)	
Thursday	8.30am to 8.50am: Snapshot PL (All staff)	3.20pm: Staff Meeting/PLC/Other (Teaching staff only)

Teachers are entitled to a paid lunch break of not less than thirty minutes free from assigned duties between the hours of 11:30am to 2:30pm.

An education support class employee is entitled to an unpaid lunch break where they are free from assigned duties between the hours of 11:30am to 2:30pm.

Whole school event attendance

When a whole school event is scheduled (e.g. whole school assemblies, sports carnivals), staff are all expected to be in attendance for the duration of the event. Part-time staff are expected to attend whole school events on their scheduled work days for the full duration.

Teaching staff are expected to be available for the day of Learning Conferences. Part-time staff will receive a day in lieu at a time that minimises disruption to student learning if Learning Conferences fall on their rostered day off.

ES staff hours may be varied to attend Learning Conferences, but will not exceed the hours typically worked on that day.

Coverage of classes and cancellations

In the event of teacher absence, classes will be covered by either an LSC teacher or Casual Relief Teacher (CRT) for all year levels except Year 12 VCE classes (unless specifically requested by the teacher). The exception to this is combined Year 11 and 12 classes, which will be covered to enable continuity for all students in the combined class.

All teachers must leave sufficient, meaningful work for cover teachers. This includes clear lesson plans in the Lesson Plan section on Compass. Lesson plans must use the prescribed format and be clear for staff and students to follow. Staff must also ensure all resources required for the lesson are available (hard copy or electronic). Further information should be left for the teacher if required in the Teacher Notes section on Compass – this is only visible to staff members, not students.

In the event of staffing shortages, the Principal or delegate may require additional classes to not be covered. In the event this occurs, the following process for non-replacement of classes will be used:

1. Year 12 VCE classes
2. Year 12 VCAL classes
3. Year 11 VCE classes
4. Year 11 VCAL classes

Classes that are not being covered will be moved into the Senior Study Area. Students are expected to meet a staff member there to have their names marked off on the roll before working independently in the space. In the event additional space is required, students will be moved into the Library space to work on lesson plans independently.

Students with no coverage of their class Period 5 will have the option of signing out at the start of lunchtime and returning home to work on their lesson plan independently. Students choosing to sign out must do so using the Compass Kiosk or with a staff member at the main office.

Use of in lieu, underloads and extras

Lyndhurst Secondary College operates on a 2 week cycle. As a result of this, extras and underloads will be able to be used at any stage of the 2 week cycle. Where possible, the Daily Organiser will allocate the additional class in the week with less face to face time. However, the total face to face time will be averaged over the 2 week cycle and cannot exceed 40 hours for full time staff (pro-rata for part-time staff).

In the event of coverage being required, the following priorities shall be used:

1. Use of in lieu (in the event of class cancellations)
2. Use of underload periods of staff
3. Use of 'extras' for staff
4. Use of CRTs

Where events such as year level camps and excursions lead to class cancellations, staff are able to receive in lieu on the day they typically had the class that has been cancelled. Where these are available, they are a priority to use.

Full time teaching staff are considered to be 'fully allocated' if they are teaching the maximum allocation of 2400 minutes per cycle (40 x 60 minute periods per cycle). Staff who do not have a full allotment of 40 periods will be available for coverage utilising remaining periods.

The allocation of underloads and extras will be done with the aims of fairness and equity across the staff. Staff currently underloaded significantly or those that qualify for in lieu periods will be prioritised to receive underloads to ensure underloads are effectively utilised. The Daily Organiser aims to not allocate Periods 1-4 and recess duty without a break where possible.

To enable class coverage, a teacher may be removed from their yard duty at lunchtime in order to take an underload or extra class. This should only be considered in the event of staffing shortages.

The Daily Organiser is responsible for maintaining a spreadsheet of classes and yard duties allocated each cycle. This will be published to staff in the week following the conclusion of the cycle with the aim of having a transparent process of allocating in lieu, underloads and extras.

In the event of extreme absence, the Principal or delegate may determine that staff with time allowances are required to take additional classes which temporarily reduces their time allowance. In the event this occurs, the Daily Organiser will record this as an “Extra Duty” on records and will reduce the number of underloads/extras in a subsequent cycle to make up this time.

Yard duty coverage

All yard duties shall be covered for teaching staff to ensure effective supervision of students. In the event an ES staff member is absent, their yard duty will not be typically covered unless deemed necessary by the Principal or delegate.

In the event of staffing shortages, yard duties areas may be condensed or staff may be re-allocated to areas of need. This decision will be made by the Principal or delegate.

For example, the staff member covering Area 3 is absent. Due to a staffing shortage, the staff member on Areas 3&4 duty may be reallocated to just Area 3 and their duty not replaced.

In the event the Principal deems it necessary, staff may be called upon to do additional yard duties to ensure student safety. In the event this occurs, priority would be to allocate these to members of the college Leadership Team as first priority before allocating to other teaching staff.

FURTHER INFORMATION AND RESOURCES

- VGSA Agreement 2017
- LSC Yard Duty and Supervision Policy

REVIEW CYCLE

This policy was last updated March 2022 and is scheduled for review March 2024. This policy will also be updated if significant changes are made to the VGSA that require a revision of this policy.