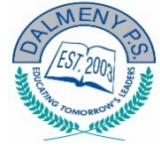


Dalmeny Public School

Release from face to Face Policy



1. POLICY STATEMENT

(NSWPPA Memorandum DN/11/00158)

- 1.1 Relief from face to face (RFF) teaching is provided in primary schools, primary departments of central schools and schools for specific purposes to support teachers in their classroom teaching role.

RFF teaching is an integral part of the school's overall teaching and learning program. It is important that the RFF program is developed in consideration of the needs of all students and enables the continued delivery of an integrated curriculum.

The RFF program is to be delivered using existing accommodation and human and physical resources.

It is important that the school timetable provides teachers with release periods of meaningful duration.

The class teacher and the teacher providing release should work in close consultation in planning and delivering the educational program. While the class teacher retains the overall responsibility, both teachers share responsibility for the assessment, reporting and other related duties in teaching the class. Clear communication of teachers' roles and expectations is therefore important.

RFF provides an opportunity for flexible resource allocation. Schools may, for example, allocate teachers with particular skills and interests in specialist areas of the curriculum to teach across a grade or the whole school.

- 1.2 The principal, in consultation with teaching staff, will determine the RFF teaching timetable.

- 1.3 Teachers who are entitled to RFF include:

- permanent full-time and permanent part-time teachers
- temporary full-time and temporary part-time teachers
- casual full-time teachers who are teaching the same class continuously for five days or more
- casual part-time teachers who are teaching a class on a regular and ongoing basis.

This includes:

- kindergarten to Year 6 teachers
- teacher librarians
- learning and support teachers
- English as a second language teachers
- community language teachers
- relief from face to face teachers.

Executive teaching staff is entitled to the same release as classroom teachers. If Dalmeny Public Schools has an enrolment of 505 or more students an additional 1.0 FTE will be provided to support executive release.

- 1.4** Full time teachers are entitled to two hours of relief from face to face teaching each week. Part time teachers are entitled to the pro-rata equivalent of that of a full time teacher.

The following table shows the amount of relief a teacher should receive.

Number of days worked each week	FTE work time	RFF entitlement each week
1	0.2	24 minutes
1.5	0.3	36 minutes
2	0.4	48 minutes
2.5	0.5	1 hour
3	0.6	1 hour 12 minutes
3.5	0.7	1 hour 24 minutes
4	0.8	1 hour 36 minutes
4.5	0.9	1 hour 48 minutes
5	1.0	2 hours

- 1.5** Dalmeny Public School is provided with an entitlement of 0.042 FTE (one hour per week) for each regular classroom teacher and 0.042 FTE (one hour per week) of relief from face to face teaching derived from a combination of the school's part-time entitlement and the teacher librarian entitlement.

In the event the school forms 22 classes the RFF entitlement will increase by 0.126 FTE to deliver full RFF entitlements to all teachers.

The NSW Department of Education formula for RFF allocation is outlined in the following table extract.

K – 6 Classroom teachers and relief from RFF			Part-time and teacher-librarian.			
Enrolments	Class teachers	RFF	Enrolments	Teacher Value	P/Time	T/Lib
156 students and over based on formula: $K \times 0.0513 Y1 \times 0.0435 Y2 \times 0.0400 Y3-6 \times 0.0333$ rounded up to next whole number (minimum of seven teachers)	7	0.294	156 students and over based on formula: $K \times 0.0513 Y1 \times 0.0435 Y2 \times 0.0400 Y3-6 \times 0.0333 SS \times 0.0333$ rounded up to next whole number (minimum of seven teachers)	7	0.300	0.400
	8	0.336		8	0.300	0.400
	21	0.882		21	0.900	1.000
	22	1.008		22	0.900	1.000
	23	1.050		23	1.000	1.000
	24	1.092		24	1.000	1.200

Teacher librarians, support teachers learning assistance, reading recovery teachers, English as a second language teachers and community language teachers need to allow RFF teaching within their weekly teaching timetable. No additional teacher entitlement is provided to the school for this purpose.

- 1.6** Periods of relief should be allocated in portions of not less than half an hour at a time, and preferably in one hour portions, with the exception of that allocated to teachers working 0.2 FTE. Teachers who are working 0.2 FTE should be allocated their entitlement of 24 minutes at one time.

The timetable may be a weekly or fortnightly timetable.

- 1.7** RFF occurring on a public holiday, teacher absence or variation to routine is not rescheduled for another time.

- 1.8** RFF is not accrued.

- 1.9** In the case where a teacher is absent for less than five days and RFF is scheduled RFF continues and the casual teacher is reallocated duties in the school at the principal's discretion.

1.10 RFF is to be used for professional responsibilities, for example to:

- develop resource materials for class or school use,
 - mark student work and assessment tasks,
 - document class and student programs,
 - participate in class, grade, team, stage and school planning,
 - counsel students,
 - liaise with parents,
 - develop and/or evaluate curriculum material,
 - liaise with other staff such as the teacher librarian, ESL teacher or school counsellor ,
 - liaise with specialist support staff such as regional consultants or external agency staff,
 - liaise with the principal or the teacher's supervisor,
 - undertake professional reading and/or research,
 - observe teaching in other classrooms,
 - demonstrate lessons for colleagues or
- for any other purpose which is consistent with their responsibilities as a teacher.

1.11 Teachers are considered on duty and / or on site during scheduled RFF times with the exception of arrangements made with the principal for interschool visits or school business off site.

1.12 Early career teachers are allocated an additional hour of RFF in their first year of service.

1.13 A teacher appointed to Dalmeny Public School on a Release from Face to Face vacancy may be offered alternative duties by the principal as a result of:

- consultation with teaching staff,
- consideration of effective curriculum delivery,
- teacher professional development needs and
- the teaching and learning needs of students.

1.14 In the event of long term school initiatives such as professional development teachers involved in the initiative will proactively plan around RFF schedules in order to ensure entitled RFF is not affected.

1.15 In situations where a planned school initiative interrupts scheduled RFF, such as a school carnival, excursion etc., teachers are required to:

- consult with a colleague able to accommodate a change of RFF time with you,
- discuss the change with the RFF teacher,
- notify the stage supervisor of the change,
- inform staff of the change on the staffroom white board and
- enter the change in Sentral using the calendar.

Where a school activity involves all teachers, K – 6, the RFF teacher is to be available to provide scheduled RFF.

2. AUDIENCE and APPLICABILITY

2.1 This policy applies to all Dalmeny Public School Teachers.

3. CONTEXT

- 3.1** The Relief from Face to Face Policy provides greater clarity in response to ensuring all teachers have access to regularly scheduled RFF entitlements.

RESPONSIBILITIES and DELEGATIONS

- 4.1** Dalmeny Public School Principal and School Executive will:

- ensure the currency of the Relief from face to Face policy.
- provide oversight of the policy and implementation including advice and assistance to staff
- notify staff of changes to the policy.

5. MONITORING, EVALUATION and REPORTING

- 5.1** The principal, school executive and delegated teachers will:

- supervise policy implementation and report issues to the Director of Educational Learning NSW Public School
- liaise with the NSW Teachers Federation in order to ensure requirements are delivered appropriately.

- 5.2** Director of Educational Learning for Glenfield Public Schools NSW will:

- monitor and support the implementation of the policy at Dalmeny Public School.

Policy Date: 9th September 2019

Date for review: May 2021 or as required.