

Sick:

The aim of the below is to enhance team work, address transport and class logistics

Transport: If staff is sick, inform van escorts ASAP for the present day and also for the following day/s when the individual is going to be absent from work. One should liaise directly/involve SLT in order to make the necessary arrangements with other escorts especially if staff is the first person to be picked by van or if need be other escorts from other routes are to join.

Inform SLT immediately in case that route cannot be performed since there are not enough escorts or replacements – communication is strictly via SMS and in case the SMS is not answered, escort in concern needs to call the school administration ASAP.

School: When sick, school staff is to communicate with the school office strictly via phone. In case the phone is not answered after several attempts, an email is sent to the SLT. Telephone calls and if need be email must be carried out between 7.45am and 8.15am. Calls are to be made on the school telephone number – 25986780. You are requested to provide a medical certificate once you are back to work. In case you will be changing address for your sick leave, you are requested to inform the office. If you know when you are going to return back to work, inform the office. If sick leave is to be extended, please do inform the office.

Class: It is desirable that you inform class group members that you are sick. If help is needed by the other class group members, the SLT is to be informed and if possible the support is provided. All staff should check replacement book near attendance (LSEs) and notice board (Teachers) next to Assistant Head's office. If there are two LSEs in class normally this will be enough to carry out normal day duties, however there are special and exceptional circumstances, which might be considered by the SLT.

Break: LSEs are always requested to avail of a 15-minute break, which is to be availed from 9am – 3pm. The break is to be planned first thing in the morning and if one cannot avail of it, must inform the SLT by 9.40am in order to be further directed. If break payment is approved (due to limited human resources) and staff concerned cannot even sign the break log, he/she is to send an email stating that the break was approved however could not be signed. This has to be carried out daily and on an individual basis.

Teachers are always on duty and if they request to have a break they must sign in the “Teacher Supervision” book the time the supervision they wish to forfeit.

Break must be taken out of class and not in the class of others. If possible LSEs from the same group are to coordinate the break in order that this is not taken at the same time.

Teachers are to be informed at the beginning of the lesson if an LSE is to have a break during the lesson.

No breaks are allowed during tantrums or health and safety concerns.

Outings: When an outing is planned, staff should decide what will happen if someone is sick/absent on the day. When the teacher/staff is sick and an outing was scheduled, the SLT is to be informed ASAP (due to transport logistics especially if van is hired) in order to cancel outing or find alternatives.

Planned out of school (Medical/Special Leave): if informed beforehand staff should write down their absence the booklet “Out Of School” which is found near the attendance sheet.

Lessons: Teachers are to leave revision work in a place which has been agreed with the respective staff, work in the subject boxes in clerk’s office or work on one drive.

Special leave:

Request for special leave are normally sent via email and addressed to the Assistant Head in charge. The remaining SLT should be in CC in such emails. Requests should not be taken for granted as authorized unless you are informed. A reply is normally sent via email.

The request is to be received three working days before the need. You are to expect a reply by 3 working days, if not send email reminder.

If urgent request arises during working days (weekends/holidays), send email and if not answered, send SMS and if you are not answered within 15 minutes, please phone.

SLT can refuse granting special leave due to school logistics or due to humanitarian needs of other staff making the same request on the same day and which requests of the latter have been specified and explained to the SLT.

Special leave requests are only considered per term.

Unless there are special circumstances the requests are considered on a first come first served basis.

It is requested that as good practice the class group members and van escorts are informed about your request and if there are issues you inform the SLT in order that the latter solve such issues and do the best in order that you can proceed with your request.

It is the staff responsibility to take account of the number of hours used.

If the request is to be cancelled, you are requested to email the SLT and come to office in order to sign and cancel the request.

In your request you are kindly asked to specify date and time of leave needed, any issues which need the attention of the SLT (class and transport) and reason (***optional*** - listing the reason for your request can help the SLT to make a better judgement especially in light if more requests have been received beforehand for the same date).

Template email:

Dear

I am kindly requesting(number of hours) special leave for the (Date) (Month), reason being that my son has his graduation.

No class or transport issues. I will not do the break supervision/or any other supervision (specify).

I await further guidance,

With thanks,

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Minimum of special leave deducted is 15 minutes. Full day 5.5hours, half days 3.75hours

Those staff who do not avail of all the special leave might consider donating the special leave to others in needs as per circular:

DGPM 03/2023 Donation from special leave for humanitarian reasons from educators

Court sessions

If an individual is asked to be a witness, this is not deducted as time off. You will be requested to inform the Head at least three days before and bring over the necessary documents.

Once session is ready the individual is asked to inform the Head by SMS (and if you do not receive a reply within 15 minutes, you are asked to phone), how you will proceed - come back to work or avail of special leave. If you avail of special leave you should ask to be granted special leave.

If an individual intends to open a court case - all sessions will be deducted from time off.

Interviews

One is requested to inform the Head at least three days before and bring over the necessary documents.

The Interview time will not be deducted from time off, once interview is ready the individual is asked to inform the Head by SMS (and if you do not receive a reply within 15 minutes, you are asked to

phone), how you will proceed - come back to work or avail of time off. If you avail of time off you should ask to be granted time off.

ICT ISSUES:

To report issues related with hardware of pc, all-in-one -FTP, send email on callcentre.mita@gov.mt

Or call on 25992777

Or fill in the form – Logging Sheet MITA for staff (as per Head's email 29th September 2023) and send to callcentre.mita@gov.mt as attachment.

For ilearn related issues send email on ict.support@ilearn.edu.mt

Or call 21225151 ext 3.

Phoning Parents

- SLT should always be informed by class teacher prior to any phone call to parents.
- In special circumstances the school mobile phone is to be used.
- Phone calls are to be made in a quiet room especially if sensitive information is to be discussed. In view of this the SLT's office will be used. Parents / guardians are to be informed at the beginning of the call if the call is on speaker.
- The class teacher / LSE should be accompanied by an SLT member of member of staff.
- Avoid using personal phones when contacting parents.