

SUBSTITUTION POLICY AND GUIDELINES

POLICY INTENT

This policy is developed to serve as a guide for the planning and implementation of the substitution classes. This is designed to standardize the implementation of strategies related to substitution to ensure meeting the requirements of the curriculum.

POLICY IMPLEMENTATION

This policy is implemented along with the safeguarding of the Curriculum Policy. The policy implementation date is September 2023. All stakeholders are expected to adhere to this policy with full fidelity.

POLICY Guidelines

1. Substitution schedule is prepared by the Vice Principal and released daily before 7:35 am in the All Staff WhatsApp group.
2. When preparing the substitution schedule, the following order can be used as possible for the appointment:
 - a. Available teachers in the same subject area
 - b. Team leader of the department
 - c. Available Teachers of the other subjects
 - d. Team leader of other departments
3. All teachers are required to check the substitution schedule before the first period to check if they have any assigned substitution duties.
4. The appointed “substitute teachers” in the assigned section are the immediate substitute for an absent teacher. He/she should carry out the lessons assigned for the day as indicated in the weekly overview. The following steps should be followed:
 - a. Team leaders should share the teaching and learning materials (Lesson plan, ppts, worksheets, and/or any other) with the assigned sub teacher.
 - b. The sub teacher should use these materials to conduct a successful lesson for the same subject which they are assigned to cover.
 - c. In case no materials are shared with the sub teacher, he/she should open the WO and ask students to complete any task related to the lesson mentioned in the WO.
 - d. In case the sub teacher is unable to teach the subject knowledge of the assigned subject, then he/she can teach her/his own subject knowledge.
 - e. Sub teachers are strictly now allowed to take the students to playgrounds, computer labs or to any other school facility without approval of section supervisor and head of curriculum and assessment.
5. The substitution schedule is monitored by section supervisors. They should ensure that substitution teachers are attending the classes on time and make sure teaching and learning are happening.
6. Head of Curriculum and Assessment will inspect the quality of teaching and learning during the sub classes to make sure that substitution classes are always used as a productive time for teaching and learning.
7. Substitution duties are part of the teacher evaluation and appraisal.