



PARRAMATTA EAST PUBLIC SCHOOL

Release from Face-to-Face Procedure

1. Rationale

Access to RFF is essential for enabling teachers to plan for and deliver high quality learning experiences for their students. For this reason, our school prioritises the fair distribution of RFF time, and works to protect this time for teachers in the interest of our students.

Parramatta East Public School complies with the **Departmental Memorandum 'Relief from face to face teaching in primary schools'**. The NSW Teachers Federation advises that the amount of RFF impacted by a variation of the school routine should be minimised as much as possible. Consideration must be given to the effect on RFF when variations are considered. It would not be appropriate to vary a school routine for more than one day in a way they denies access to RFF, unless in circumstances where classes have been suspended, such as during a natural disaster.

In accordance with both the Department of Education and the NSW Teachers Federation, a roster for RFF, meeting all the requirements as above, has been developed and provided to teachers.

At Parramatta East PS, the staff have had the opportunity to consult on when and how RFF can be swapped, to minimise disruption while ensuring that all teachers have access to their entitlement of RFF where possible. These guidelines are on the following page.

The following pages contain information on:

2. The appropriate use of RFF
3. Additional RFF for early career teachers and teaching executive
4. Swapping RFF

2. Use of RFF

The Departmental Memorandum states that it is appropriate for a teacher to use their RFF 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 specialist teachers and support staff
- liaise with the principal or the teacher's supervisor
- undertake professional reading and/or research
- observe teaching in other classrooms, or
- for any other purpose which is consistent with their responsibilities as a teacher

RFF **can not** be used to arrive at work after the scheduled start of a school day. Nor can it be used to leave work before the scheduled completion of the school day or leave the school during the school day.

3. Additional RFF – Beginning Teachers and Teaching Executive

The school also receives additional funds to support early career teachers and teaching executives.

Beginning Teacher Support Funding

(in alignment with the Beginning Teachers Support Funding Policy)

For eligible permanent teachers, the school receives funding that has been costed at the equivalent of two hours per week in the first year, and one hour per week in the teacher's second year. Second year funding is not available for teachers on temporary engagements. This funding allows additional release time for these teachers to enhance their professional growth in a variety of ways, including:

- observing other teachers' lessons
- enabling other teachers to observe their lessons
- engaging in collaborative practices

- receiving structured feedback based on observation
- evaluating impact of their teaching on student progress and achievement
- implementing effective classroom management strategies
- engaging in professional discussion and personal reflection
- assessing and evaluating student work
- planning quality lessons to maximise their impact on learning
- compiling evidence to achieve mandatory accreditation at Proficient Teacher level with the NSW Education Standards Authority (NESA).

The funding can also be used to support a beginning teacher to participate in targeted professional learning activities that are specifically designed to support the beginning teacher's development.

Executive Release

Teaching executives are provided with an additional two hours of RFF each week. This is to be used for:

- administrative responsibilities
- observing teaching and learning
- meeting with teachers
- liaising with specialist staff and other executive staff.

If executive RFF is missed, it may be (but is not required to be) paid back.


4. Swapping RFF

Teachers are permitted to swap their RFF if:

1. A school activity requires you to leave the school and clashes with your RFF. e.g. swimming carnivals, performances, panels, other approved events. If possible, during on-site school activities which occur at the same time as a staff member's scheduled RFF, the RFF teacher should still relieve the staff member at their allocated time.
2. The teacher gives a minimum of one week notice and all parties are informed and agree to the proposed swap.

If you know in advance that your RFF will clash with another school related event, you must:

1. Ask the RFF teacher and the teacher you wish to swap with first. If all agree, then a minimum of one week notice must be given to all affected parties. (2 weeks notice is preferable).
2. Confirm the swap in an email to the Deputy Principal, Off-class AP (in charge of casuals), the RFF teacher and any teacher you are swapping with, or who will be impacted in any way by the swap. This communication must include details of which date, time and the reason for the swap.

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3. Notify your students/parents via a notification where the swap will impact class routines (e.g. change of library or sport day).
 4. Swap your RFF with the same RFF teacher where possible.

RFF can NOT be swapped when:

1. You are attending PL
2. You are on leave (e.g. Sick, LSL, LWOP, FACS)
3. Attending whole school events (sports carnivals, performances, etc.)
4. You are attending an excursion or a camp
5. Your RFF falls on a public holiday, or Staff Development Day.

If RFF has been missed, other than for the reasons mentioned above, that time will be paid back at the first opportunity. Teachers will be notified when a block of RFF time becomes available. When it is offered, it must be accepted or forfeited. If a block of payback RFF is forfeited, it will not be required to be paid back at a later date.

