



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

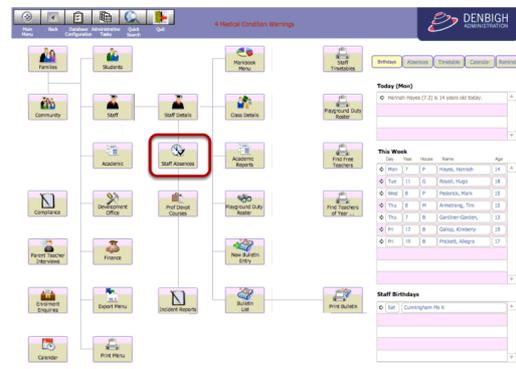
Staff Absences Module 2016

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The Staff absences module can be used to show how to replace a staff member with a cover staff in the event of an absence.

Staff Absences



List of details that need to be entered if using the Staff Cover functions.

Staff Details - Receives Timetable

<input type="checkbox"/> Administration	<input type="checkbox"/> Junior School	<input type="checkbox"/> Science	Address
<input type="checkbox"/> Co-Curricular	<input type="checkbox"/> LOTE	<input type="checkbox"/> Special Needs	
<input type="checkbox"/> Computing	<input type="checkbox"/> Mathematics	<input type="checkbox"/> TAS	
<input checked="" type="checkbox"/> Creative Arts	<input type="checkbox"/> Music		
<input checked="" type="checkbox"/> English	<input type="checkbox"/> PDHPE		
<input type="checkbox"/> History	<input type="checkbox"/> Primary School		
<input checked="" type="checkbox"/> HSIE	<input type="checkbox"/> Religion		
Faculty			
<input type="checkbox"/> JS <input type="checkbox"/> SS			Mc
Campus			C
<input checked="" type="checkbox"/> Receives Timetable			Spouse\Part
Pastoral Care Team: <input type="checkbox"/>			
Casual Teacher: <input type="checkbox"/>			

Must have the Receives Timetable box checked.

Staff Details - Teaching Load

Staff Details		WWCC Alert
DENJ Denbigh	John	Head of Middle School
Code	Surname	First Name
Second Names	Known As	Position
Community ID	S00063	
General Info	Timetable	Tutor Group
Absences Extras		
CoCurricular		
Groups		
Professional		
Correspondence		
Notes		
Confidential		
Textbooks		
School Info		
Confidential		
Account / Email Info / Security		
Current Staff		
Medical / Emergency Info		Vehicle Details
Doctor: Dr Smith	Doc Ph: 1234 5678	Make of Car: Toyota Prado
Medicare No: 123456 789	Fund: MBF	Colour: Silver
Emergency: Mary	Phone: 01245 789	Registration: ABC-123
Medical Details: Allergic to hard work		Insurer: INRMA
School / Employment Info		Staff Declaration
Employment Date: 1/02/1995	Code: IT	Declaration: <input checked="" type="radio"/> Yes <input type="radio"/> No
Termination Date:	Teach #: 123456	Date: 19/11/2003
Previous Employer: SBC Hardware	Employment: Full Time	WWCC No: 12345
Employment %: 100%	Basic: Teacher	WWCC Date: 1/08/2013
Teaching %: 80%	Category: Teacher	WWCC Status: Barred
Police Check: 1/05/2007	Signature:	WWCC Expiry Date: 19/02/2014
MCETYA Check: 19/06/2009		WWCC Renewal needed: <input type="checkbox"/>
Position: Head of Middle School		WWCC Responsible Staff member: <input checked="" type="checkbox"/>

Enter the Teaching load for all teaching staff. The teaching load field can vary from the actual number of lessons timetabled, and so is hence a manually entered field. I might be allocated a 30% release to be the Sports Coordinator, and then the classes assigned to me only make up 65% of a teaching load. Common. 70% is what schools enter into the teaching load field.

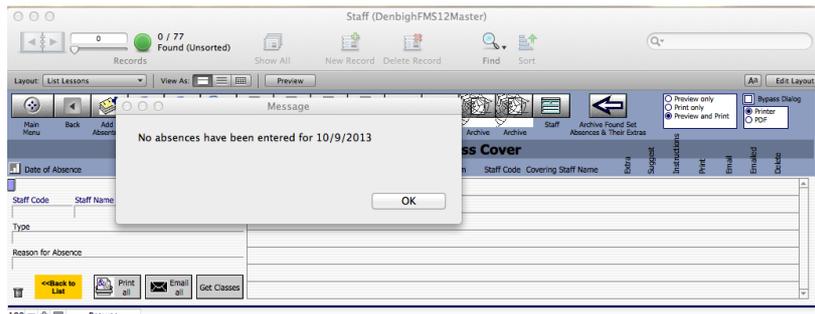
Staff Details - Timetable options

1. If the staff member is to be exempt from extras.
2. Reserve Lessons is entered if the staff member has nominated a couple of lessons in their timetable cycle where they are likely to be called up for an extra.
3. That lesson count field, which can include extra duties such as described above, can total up the lessons timetabled, plus non-timetabled allocations as per this example.

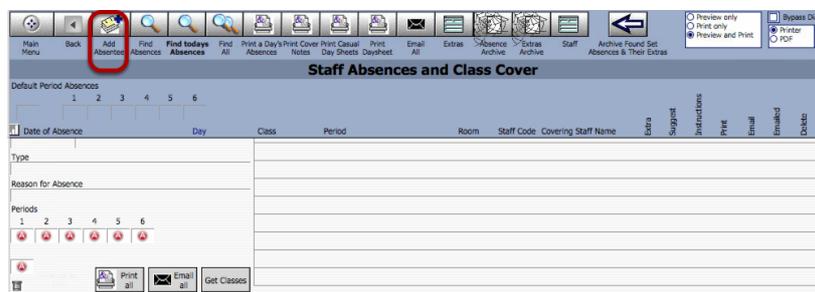
Staff Absences from the Staff file

Click Class Covers/Extras to create staff absences, this will take you to a separate page which the user can then edit and add absences.

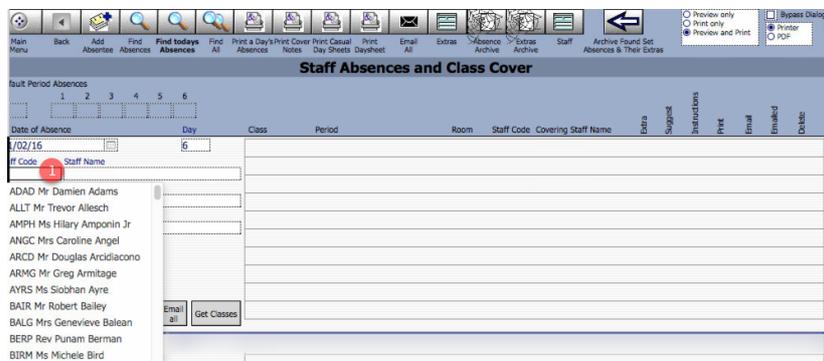
Daily Staff Absence Entry



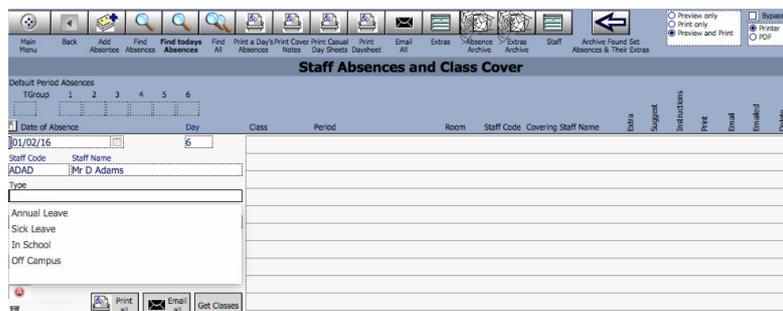
This will display any current absences for the day. If there are no absences for today a message will display. Click Ok.



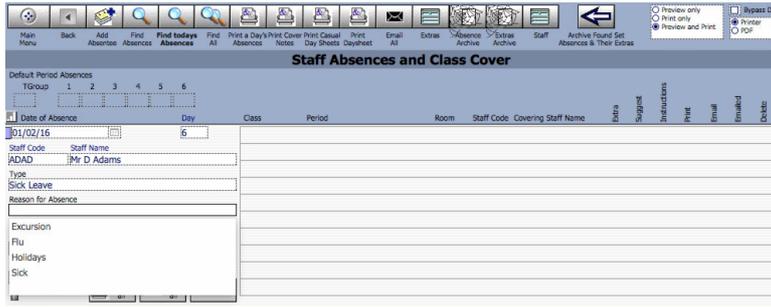
To create a new absence click the Add Absence button.



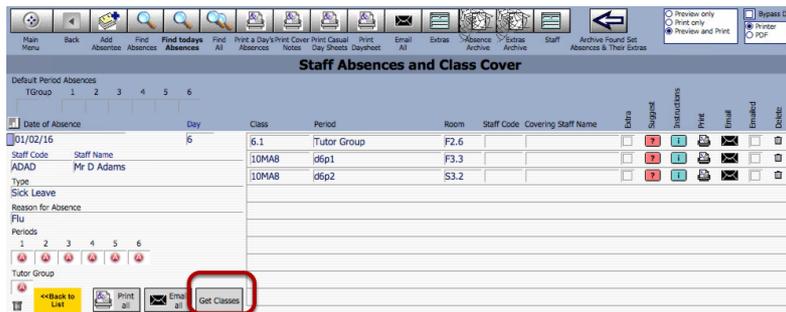
1. Choose the teacher that is absent from the drop down list, or enter the staff code if known



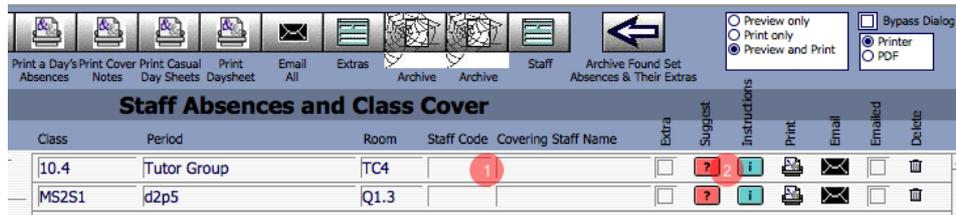
Enter the type of leave. (This list is customizable), A drop down menu will appear with preset leave types to which the user will select one.



Enter the reason for absence. (This list is customizable),



Click get classes to display the classes taught today for the absent teacher.



1. Choose a staff member to cover
Or
2. Click the suggest button, doing this will bring up a list of teachers who can possibly be used to replace the absent teacher.

Select	Name	Faculty	Reserve	Lessons Today	Extra Today	Extra Count	Extra Count / Load	Teaching Load	Tutor Group	Playground Duties
<input type="checkbox"/>	Mrs T Mackie	TAS	<input type="checkbox"/>	0	6	0	0	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Ms M Croker	TAS	<input type="checkbox"/>	0	3	1	3	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Mrs R McMaster	TAS	<input type="checkbox"/>	0	2	2	4	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Mrs M Shaw	TAS	<input type="checkbox"/>	0	2	2	4	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Ms R Vlahos	TAS	<input type="checkbox"/>	0	6	1	4	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Ms L McLeod	TAS	<input type="checkbox"/>	0	0	0	7	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Ms K Ford	TAS	<input type="checkbox"/>	0	1	9	11	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Ms P Skinner	TAS	<input type="checkbox"/>	0	0	0	17	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Mrs N Mirdad	TAS	<input type="checkbox"/>	0	1	6	17	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Mr E Galrey	Science	<input type="checkbox"/>	0	0	0	8	0		<input type="button" value="Timetable"/>
<input type="checkbox"/>	Mr M Harvey	Science	<input type="checkbox"/>	0	2	0	10	0		<input type="button" value="Timetable"/>

The list will omit all staff that are absent for the date in question, and also omits those who have a timetabled lesson.

It then presents the list sorted as per the following: Reserved teachers first, those in the same faculty next, and then the ones with the biggest teaching load next.

Hover over the Timetable button to view any staff member's timetable.

Select Teacher for Extra										
for Day Period 20 - Mon, 25 Jan 2016										
Select	Name	Faculty	1 Reserve	2 Lessons Today	3 Extras Today	4 Extras Count	5 Extras Count / Load	6 Teaching Load	7 Tutor Group	8 Playground Duties
<input checked="" type="checkbox"/>	Mrs T Mackle	TAS	<input type="checkbox"/>	0	1	7	0	0	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Ms M Croker	TAS	<input type="checkbox"/>	0		3	1	3	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Mrs R McMaster	TAS	<input type="checkbox"/>	0		2	2	4	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Mrs M Shaw	TAS	<input type="checkbox"/>	0		2	2	4	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Ms R Vlahos	TAS	<input type="checkbox"/>	0		6	1	4	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Ms L McLeod	TAS	<input type="checkbox"/>	0		0	0	7	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Ms K Ford	TAS	<input type="checkbox"/>	0		1	9	11	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Ms P Skinner	TAS	<input type="checkbox"/>	0		0	0	17	<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Mrs N Mirdad	TAS	<input type="checkbox"/>	0		1	6	17	<input type="checkbox"/>	Timetable

Select the appropriate teacher to choose as cover

1. Displays if this lesson time is Reserved for extras
2. Totals how many lessons this teacher has today
3. Totals how many extras today
4. Totals all Extras
5. Extras divided by Load
6. Teaching Load
7. Has a Tutor Group (Home Room)
8. Total Playground Duties.

Staff Absences and Class Cover									
Date of Absence	Day	Class	Period	Room	Staff Code	Covering Staff Name	Extra	Suggested	Instructions
01/02/16	6	6.1	Tutor Group	F2.6			<input type="checkbox"/>	7	1
Staff Code	Staff Name						<input type="checkbox"/>	7	1
JADAD	Mr D Adams	10MAB	d6p1	F3.3			<input type="checkbox"/>	7	1
Type		10MAB	d6p2	S3.2			<input type="checkbox"/>	7	1

1. Check the Extra box if it is to count as an extra. If it is for a make up time or a teacher is available due to students on an excursion, leave unchecked
2. Click to add information for the covering teacher
3. Print instructions for covering teacher for this class
4. Email the covering teacher the details of the class

Extra's Instuctions

Instructions for Cover

Date of Absence

Teacher Extra: ANG C Mrs C Angel
 Teacher Absent: BER J Ms J Berzins
 Date: 10/09/2013
 Class to be covered: MS2S1
 Period: D2P5 Room: Q1.3

Work to be completed in class

Please follow up on Algorithms homework.

Continue

Enter or copy instructions for the covering teacher regarding the class. (Whenever pasting text from another program remember to use the paste without formatting function (Command Option V for Mac, Control Shift V for Window's). Standard text can be set up if necessary.



Denbigh Demonstration School
Teacher extra/in lieu/replacement

Tuesday, 10 September 2013

To: **Mrs C Angel**

Please take the class indicated below for: **Ms Julie Berzins**

Period: **5**
 Class: **MS2S1 - Mathematics Studies**
 Room: **Q1.3**

Work Set: Please follow up on Algorithms homework.

Thankyou for taking this class.

Please mark the roll below, and return it to the class teacher.

Class List for MS2S1 - Mathematics Studies - Ms J Berzins

Name	Name
Borger Siu	
Curran Alex	
Curran Karl	
Jobson Alex	
Leerdam Belinda	
MacNeil Lachlan	
Seidl Reni	

The printed instructions will be given to the substitute/replacement teacher to take attendance in the designated class room.

Staff Absences and Class Cover

Default Period Absences

TGroup 1 2 3 4 5 6

Date of Absence Day Class Period Room Staff Code Covering Staff Name Extra Suggest Instructions Print Email Emailed Delete

01/02/16	5	5.1	Tutor Group	F2.6									<input checked="" type="checkbox"/>	
Staff Code	Staff Name	10MAB	d6p1	F3.3										
ADAD	Mr D Adams	10MAB	d6p2	S3.2										

Type Sick Leave
Reason for Absence Flu

Periods 1 2 3 4 5 6

<<Back to List Print all Email all Get Classes

When an email is sent the box is checked. "Back to List", lists all absences for the day.