Denbigh Administration

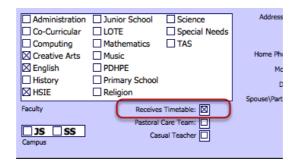## Staff Absences Module 2016

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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.
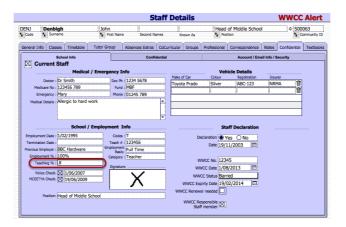
Staff Absences

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

Staff Details - Receives Timetable

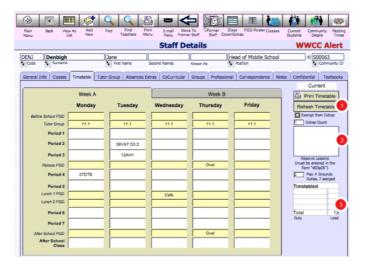Must have the Receives Timetable box checked.

Staff Details - Teaching Load

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.
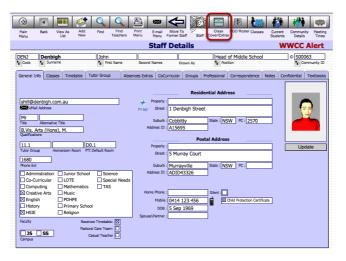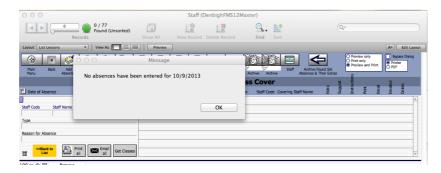
Staff Details - Timetable options

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.
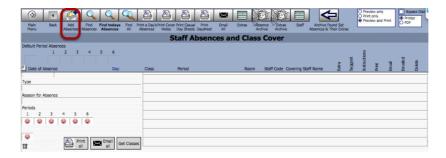
Staff Absences from the Staff file

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.
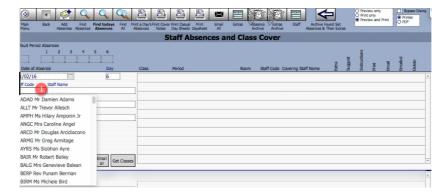
Daily Staff Absence Entry

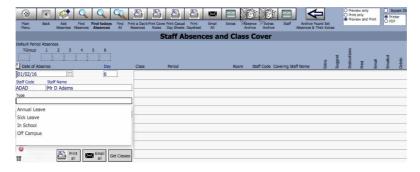This will display any current absences for the day. If there are no absences for today a message will display. Click Ok.
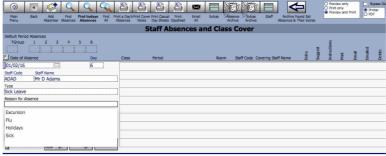

To create a new absence click the Add Absence button.

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.

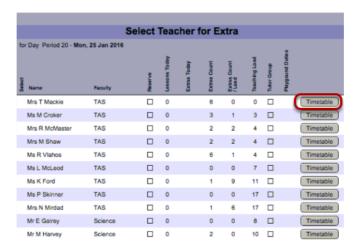The list will omit all staff that are absent for the date in question, and also omits those who have a timetabled lesson.
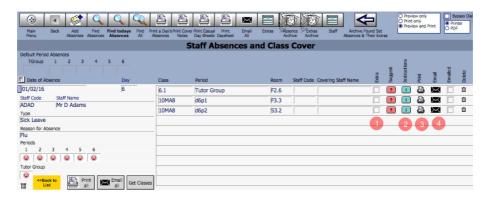
It then presents the list sorted as per the following: Reserved teachers first, those in the same faculty next, and then the ones with the biggest teaching load next.

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

Select 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.

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

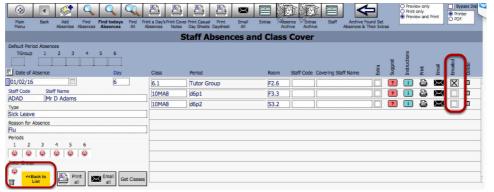Enter or copy instructions for the covering teacher regarding the class. (Whenever pasting test from another program remember to use the paste without formatting function (Command Option V for Mac, Control Shift V for Window's). Standard text can be set up if necessary.

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 Kari			
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.

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