

Barachel Christian Academy

THE SUPERVISION OF LEARNERS IN THE ABSENCE OF EDUCATORS

INTRODUCTION

All learners must always be under direct supervision. Where there are learners in a classroom an Educator must be present. It is essential that educators inform the principal timeously of intended absence from work so that he can make the necessary arrangements for supervision in their classes.

In the absence of educators the following procedures, depending on the situation at the particular time, will be followed.

2. PRIMARY SCHOOL

2.1 IN THE FOUNDATION PHASE

- (a) When educators have to attend day-long courses and workshops, parents would be asked to keep the learners at home.
- (b) When educators have to attend courses and workshops during the latter part of the school day the learners will be sent home earlier. In such cases a note informing the parents of the earlier closing must be sent home the previous day.
- (c) In the event of too many educators being absent in the same group (grade) for any reason, parents will be asked to keep their children at home. This step will only be taken as a last resort.
- (d) In all other cases classes will be combined.

2.2 IN THE INTERMEDIARY PHASE

Educators who have administration periods will supervise the classes of absent educators provided they do not have urgent administrative duties to perform.

2.3 IN THE SENIOR PHASE

The same procedure as in the Intermediary Phase will be followed.

2.4 SUPERVISION BY PARENTS

If necessary, parents will be asked to voluntarily supervise classes in the absence of Educators.

3. SECONDARY SCHOOL

- (a) Educators who have administration periods will supervise classes of absent educators, provided they do not have urgent administrative duties to perform.
- (b) If necessary parents will be asked to voluntarily supervise classes in the absence of educators.