

SCHOOL DEVELOPMENT DAYS

Notification of variation

1. School:	
2. Principal's name:	
3. Dates of rescheduled School Development Days	
4. Checklist for rescheduled term 4 day/s	<p>The Principal has:</p> <ul style="list-style-type: none">consulted with community and the community supports the variationconsulted with the school administrative and support staffconsulted and has agreement with a majority of staff, including part-time staff to reschedule the term 4 school development daysdetermined the participation of staff in school development days are within the School Development Days: Guidelines (2013)ensured that where a temporary or casual employee is to be included in the rescheduled school development day, that time in lieu or payment arrangements have been agreed with the staff memberensured that the Employee Service Centre has been contacted with any inquiries about payments for casual/temporary staffconfirmed that teaching staff who work on the last two days of term 4 when school development days have been rescheduled engage in approved work or professional learning at their school or an alternative school if necessarymade provisions for maintaining accurate staff attendance records and provides this information to other schools as requireddeveloped a risk management strategy that addresses the duty of care needs for any students that may attend on the last two days of term 4made provisions for adequate work for students and staff and student supervisiondeveloped and implemented procedures for staff and student safety and supervision on the last two days of term 4ensured all work health and safety obligations are met for rescheduled term 4 school development days including those obligations for employees who are on return to work plans.
5. Reason for variation	
6. Requirements	A copy of the proposed plan and agenda for the rescheduled School Development Day/s attached.
7. Notification sent to appropriate Director, Public Schools NSW	Date _____