

Policy and Procedure Guide

Subject:	Teacher Exchange
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Date Effective: September 2011

Review Date: By end of
December 2012

Responsible to: Senior Teacher

Applies to: Head Teacher, Teachers

Purpose: To set out expectations and procedures for teachers who wish to exchange.

Definitions:

- “Teacher exchange” describes a situation in which two teachers agree to exchange kindergartens for a day,

References:

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POLICY

1. The Association believes that teachers having opportunity to observe a variety of teaching practices and to work in different settings provides a unique professional learning opportunity.
2. Teachers are encouraged to take up the opportunity of exchange.
3. Teacher exchange may be for one day or for up to a week.

PROCEDURES

1. Each teacher is entitled to a minimum of one teacher exchange day per quarter.
2. Exchange must be by mutual agreement of the two teachers concerned after consultation with their teaching teams and Senior Teacher(s).
3. The Senior Teacher must approve the exchange if it is to be for a week’s duration.