

2018 TEA TREE GULLY TRT SCHEME



TO: ALL TEMPORARY RELIEVING TEACHERS

RE: BOOKING SYSTEM FOR RELIEVING TEACHERS

Dear Colleague,

The attached list of schools are those who are members of and use the scheme as their means of booking a TRTs. If you wish to work in any of these schools you will need to register your name with the scheme by sending **the completed forms** and a copy of your **Authority to Teach** to 'The Operator':

C/O St Agnes Primary School
250 Smart Road
St Agnes S.A. 5097

or email to: ttg.trtscheme@gmail.com

Each reliever completes the attached information form **each year** which is entered onto our computer system. When a school requests a reliever, the computer will generate a list of people who meet the search criteria.

These criteria are: Please list ONLY those areas that you have qualifications/and or significant experience.

- a) SECTOR OF SCHOOL, either:

PS [pre-school] <i>Stand alone & School based</i>	JS [junior secondary]
JP [junior primary] R-2	SS [senior secondary]
MP [middle primary] 3-5	SP [students with disabilities]
UP [upper primary] 6-7	

- b) SUBJECTS:

LA [Languages] <i>specify</i>	MA [Mathematics]
SC [Science]	SO [Society & Environment]
AR [Arts] <i>drama, music, art, performing arts</i>	TE [Technology]
HE [Health, Physical Education and Personal Development]	
LI [library]	
GP [General Practices]	

- c) SCHOOL, as listed by you, the reliever

- d) The DAYS you wish to be available.

If you are unavailable at any time after returning your information form, leave a message on the answering machine.

From the generated list, the operator will ring a reliever and book that person for the period required. Remember, you are the one who chooses the schools to which you will travel and on which days you will be employed.

After you have completed the form, your information will be processed and you will be contacted for relief teaching at one of the participating schools, when required. **It is requested that you not refuse employment on a day** unless you are too sick to work, or you have previously advised the operator of your unavailability by ringing **8395 1575** and leaving a message.

By registering with the schools listed, you are not precluded from working at other schools not involved in the scheme. You need to register with this scheme each year.

Yours sincerely
Leanne Trewartha
PRINCIPAL

Tim Van Buuren
Manager Tea Tree Gully TRT Scheme

January 2018

2018 TEA TREE GULLY TRT SCHEME

RELIEVING TEACHER INFORMATION FORM



**ST AGNES
SCHOOL**
Preschool - Year 7
Learning today, leading tomorrow.

250 Smart Road
St Agnes SA, 5097
T 08 8263 3541
F 08 8396 1716
E di.1091_info@schools.sa.edu.au
W www.stagnesc7.sa.edu.au
St Agnes Preschool
and Playgroup
T 08 8263 8725

SURNAME: _____

FIRST NAME: _____

PHONE : _____

DECD IDENTITY NUMBER: _____ (Shown on Authority to Teach letter)

LEVEL: PS JP MP UP JS SS SP LI
Only choose year levels where you have QUALIFICATIONS or SIGNIFICANT experience.

SUBJECT: LA MA HE SC SO AR TE GP
Again, only choose subjects where you have QUALIFICATIONS or SIGNIFICANT experience.

WHICH SCHOOLS: [complete the attached list]

NOTE: _____

(This note appears on the screen when the operator is booking relievers. The screen will only display 78 characters, so be brief - eg 'ring day before, not Wed am or Fri pm', or 'have librarian skills (Dynix/Bookmark)

**** ATTACH PHOTOCOPY of Letter of Authority to Teach for current year****

You need to register EACH YEAR. If your Authority to Teach does not have all areas UPDATED (eg your First Aid is not up to date) you must also send in copies of updated areas before we can register you for the scheme)

You are obliged to inform the operator of any contracts so that your entry can be made inactive for the period of the contract.

This sheet, the list of schools, a copy of the letter of Authority to Teach should be returned to:

The Operator
c/- St Agnes Primary School
250 Smart Road
ST AGNES SA 5097

OR EMAIL TO:

tim.vanbuuren523@schools.sa.edu.au

We recommend that you keep a copy of this form.

2018 TEA TREE GULLY T.R.T. SCHEME

Circle the NUMBER of each school at which you are willing to teach:

01	APS	Ardtornish Primary School	R-7
02	FPS	Fairview Park School	CPC-7
03	GGPS	Golden Grove Primary School	R-7
07	MPS	Modbury Primary School	CPC-7
08	MSPS	Modbury South Primary School	CPC-7
09	TPS	The Pines School	CPC-7
10	MWPS	Modbury West Primary School	R-7
11	RPRE	Riverview PreSchool	Preschool
14	EPPS	East Para Primary School	R-7
17	SAPS	St Agnes School	R-7
19	TTGP	Tea Tree Gully Primary School	R-7
20	THJS	The Heights School (Junior School)	R-6
21	LWS	Lake Windemere B-7 School	B-7
23	WVS	Wynn Vale Schools	CPC-7
24	PLPS	Playford Primary School	R - 7
25	BPPS	Banksia Park Primary School	CPC-7
28	ETP	East Torrens Primary	R-7
29	KPS	Klemzig Primary School	R-7
30	NFPS	Northfield Primary School	R-7
34	NPS	Norwood Primary School	CPC-7
37	HCPS	Hillcrest Primary School	R-7
38	IFE	Ingle Farm East Primary School	R-7
40	HAPS	Hampstead Primary School	R-7
41	JHP	John Hartley Primary School	R-7
49	IFP	Ingle Farm Primary School	R-7
50	SNT	Salisbury North R-7 School	R-7
52	AGP	Aldgate Primary School	R-7