



Penola
CATHOLIC COLLEGE
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CROSS CAMPUS TEACHING POLICY

Introduction

For a variety of reasons the College requires some teachers to teach at both the Broadmeadows and Glenroy campuses, and in other cases this is allowed because teachers have requested a teaching load on each campus. In general terms it is desirable to keep the number of teachers who “cross-campus” to a minimum for the following reasons:

- It adds complexity to the timetable on each campus.
- The need to travel is a burden in terms of time and the organisation of each teacher’s day.
- There is a cost to the college because of the travel time allowance.
- It adds complexity to other professional duties such as Parent-Teacher interviews.

The following guidelines are provided in the interest of staff equity, staff well-being, and efficiency. The campus where a teacher spends most of their time will be referred to as their base campus, and the other campus will be referred to as their subsidiary campus.

Placement of classes

- Ideally, the teacher should have to travel only once on any given day. For this to occur the classes at the subsidiary campus should be adjoined to the start or end of the teaching day.
- In order to avoid rushed travel at recess teachers should not be scheduled to have classes in period 2 & 3 at different campuses.
- Travel at lunch time is permitted, as the time lost will be compensated.

Travel time allowance

- Travel to or from the subsidiary campus at the beginning or end of the school day will not be compensated.
- Compensation will be normally be made by means of a reduction in the teacher’s teaching load to a maximum of two periods per week.

Absences from class

- Where a teacher is absent from class because of illness, excursion, PD, etc. they will need to notify the daily organiser on each campus if it is a day on which they teach at both campuses.

Parent-Teacher Interviews

- Based on the proportion of time spent teaching at each campus, teachers will have to allocate their interview times proportionally across each campus.
- Once this has been done, they will need to inform the daily organiser on each campus of their availability.
- They will also need to inform the IT network department of their sessions at each campus so that parents can access appointments at the appropriate campus and the relevant times.

Use of vehicles and accident insurance

- On the presumption that the teacher will travel directly to their subsidiary campus for classes at the beginning of the day, travel home from their subsidiary campus for classes at the end of the day, they would be expected to use their own vehicle for inter-campus travel. If this is not the case, a discussion needs to take place with the Principal.
- Teachers are asked to claim compensation for vehicle use through the taxation system.
- Whilst travelling in their vehicles, teachers are covered by their own motor vehicle insurance and injury insurance (TAC). Teachers should check their insurance policy to determine whether they have appropriate cover. Workcare may be applicable.
- If a teacher has an accident during any part of the working day and they are not in their vehicle, they are covered by the normal Workcover policy.