

Ysgol Aberconwy



Policy for release of staff for marking & moderating

POLICY DOCUMENT NO: 29

ISSUE NO: 2

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date: 8/12/20

Review due date: 1/12/23

LT Link : AB

POLICY FOR RELEASE OF MEMBERS OF STAFF TO PERFORM MARKING OR MODERATING DUTIES FOR EXTERNAL BODIES

Purpose

We recognize that releasing staff for moderation and marking is :

- An important aspect of professional development for individual staff members
- Of benefit to the wider educational system in Wales, and has
- A positive impact on students in school as a result of the knowledge and understanding that is developed by the staff involved.

We also recognize the negative impact that staff absence from school has on their well-being and on students' learning.

This policy therefore aims to ensure that the needs of staff and students are balanced effectively and to ensure transparency in allowing staff to be released for these activities.

Practice

1. All requests for leave of absence to perform these duties will be at no financial cost to the school.
2. All requests for leave of absence to perform these duties must be made to the Headteacher before any commitment is made to exam boards or other professional bodies.
3. The member of staff will not have been subject to the following in the previous 2 years
 - a) capability procedures
 - b) absence management procedures
4. The number of staff in any one year carrying out such duties will not be more than 1 in curriculum areas with full time staffing up to four teachers and more than two in curriculum areas with full time staffing above 4 teachers.
5. In the event of applications exceeding the quotes in section 4 preference for leave of absence will be granted to teachers who have not performed the duties in the previous year.
6. Following the application of section 5 requests will be allocated on a "first come, first served" basis.
7. The Governing Body reserve the right to refuse to grant leave of absence in any circumstances that are detrimental to the school.