**Cluster Guidelines 2016**

**Hours of work**

RTLB in Western Bay of Plenty (BoP) will work 8 hours per day from 8am – 4pm OR 8.30am to 4.30pm. We do not have ‘glide time’ so start and finish times outside this must be negotiated with the Cluster Manager.

There is no provision to work from home, and any request to work from home must be negotiated with the Cluster Manager.

**Dress**

Professional (this means no jandals, plastic clogs).

**Timetable**

Each RTLB will maintain an up to date Google calendar and ‘share’ this with your Cluster Manager and Practice Leaders. All appointments will be recorded on your calendar in advance, and key tasks will be listed under ‘office time’.

**Leave**

All RTLB leave applications go to the Cluster Manager (CM).

**Sick Leave**

If an RTLB is ill and unable to come to work because they are ill, or a dependent they care for is ill, they must either text, email or phone their Cluster Manager (CM) AND Practice Leader (PL), and note this on this google calendar. The sick day is then noted by the Practice Leader on the TEAM Google Leave Calendar.

**Discretionary Leave**

Refer to Policy and Procedures document. All discretionary leave is to be applied for according to the policy and using the correct template. All discretionary leave must have a detailed explanation/ supporting documentation. The Board of Trustees (BoT), upon recommendation from the CM and Lead Principal, then considers the leave application. Discretionary leave requires prior approval and must be submitted to the CM at least two weeks prior to leave date (unless considered an ‘extraordinary circumstance’).

Where an RTLB is aware of a yearly schedule around a discretionary leave application, this should be submitted in full at the start of the year (ie: quarterly hui). The RTLB notes the leave on their google calendar. The CM will note approved discretionary leave on the TEAM Google leave Calendar and notify the PL.

**Study Leave**

An intention to apply for study leave should be signaled to CM in the previous year of application. See separate guideline and agreement for this. RTLB will note study days on their Google Calendar.

**Reimbursements**

**Travel**

Travel is submitted on SchoolGate by the end of each month. Please note that after 5000 km, you are required to keep a detailed account of your car expenses.

**Parking**

Parking is submitted on SchoolGate by the end of each month. Either scan and email OR attach to A5 sheet, all parking receipts to Office Administrator.

**Discretionary**

Expense reimbursements are submitted on SchoolGate, as discretionary funding. All discretionary funding requires an order number, please quote this on your SchoolGate form. Please obtain both permission to purchase AND an order number from CM prior to purchasing or you risk non-reimbursement. Either scan and email OR attach to A5 sheet, all discretionary receipts to Office Administrator.

**Professional Development**

All requests for PD are made on SchoolGate. Once approved, the RTLB ensures they are registered on the course and contacts Office Administrator to organize travel / accommodation if applicable.

**Hui/ meetings**

From time to time, and for very good reasons, we meet colleagues / teachers etc off-site (cafes). Please be sensitive to the public perceptions around this and where possible make alternative venue arrangements (this does not include lunch-time meetings).

**Staff meetings, Review and Reflect**

These rostered meetings are held weekly. Staff meetings are fortnightly, on a Monday, beginning at 3pm. Please check the RTLB calendar to confirm these dates and venues. All RTLB staff are to be in attendance and absence is to be negotiated prior with the Practice Leader / CM.

**Peer Supervision**

The cluster gives a time allocation to all RTLB to allow individuals to participate in Peer Supervision. Refer to the RTLB Google Calendar for dates / times.

**Referrals**

Schools refer online. The Referral Team looks at referrals weekly, on a Monday. The Referral Team consists of PL’s, CM and rostered RTLB (see Referral Roster, and RTLB calendar). The Referral Team considers “Pending” referrals against cluster criteria and decides next steps.

**LSF**

Learning Support Funding requests are submitted on line by the RTLB. The Referral team considers LSF requests weekly. Schools are notified via an email, and the school submits an invoice to our service. The amount approved is GST inclusive.

**Case Allocation**

Case allocation occurs weekly, on a Friday. The Practice Leaders will allocate referrals. To make this manageable careful consideration is given to current caseloads, the schools RTLB are working in, geographical area and other additional responsibilities. RTLB will check their current caseloads via SchoolGate. Both RTLB and schools are notified via email of allocation.

**Case Reviews / Case Closure**

The Case Review process includes in depth discussions on the Practice Sequence pathway, Interventions and collaborative problem solving. Case closure and the 30-week model is an important aspect of this.

There is an expectation that cases which have been worked longer than 30 weeks (not HLN), and transitioned into the new year will be closed by week 5 Term 1. This also applies to transition cases that were picked up in Term 4. Exceptions to this are discussed with your PL.

There will be individual caseload reviews between PL and individual RTLB on a regular basis.

**RTLB Case work and Files**

There is an expectation that RTLB will keep up to date and current all SchoolGate individual case and (liaison) school files. All casework will follow the RTLB 10 step Practice Sequence and Toolkit (see Western BoP RTLB Policies, Procedures and Guidelines), and files will clearly reflect this. In addition, the RTLB may have a paper / electronic ‘working file’, with the expectation that the SchoolGate file is the RTLB file, and the working file will be destroyed / deleted at closure.

CM and PL will review files (file audit) as part of regular case review.

Practice Leaders manage all RTLB caseloads, case and file reviews, and communities of practice. Any arrangements around co-working with RTLB colleagues, establishing a community of practice, concerns around caseload / casework are to be discussed with your PL in the first instance.