

25 November 2005

Re: The Management of Substitution Cover for Teachers

Dear Principal,

As you may remember, the NI Audit Report on The Management of Substitution Cover for Teachers, December 2002, highlighted the need for guidance to be issued to all schools on the management of substitute teachers.

Preliminary documents were drafted following discussion and consultation at ELB level. The Department of Education then carried out a consultation exercise with the relevant educational partners earlier this year.

A final version of these documents has now been agreed for use in schools, and I attach copies for your information.

You may already have information leaflets for substitute teachers prepared for use in your school, but if not, you may find these documents helpful. They have been placed on the home page of the SELB website, at www.selb.org to enable you to view and download them. They can be then be adapted to include your school's details and issued as required to your substitute teachers.

Please circulate them to relevant staff for their information and use.

Yours faithfully,



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