



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: July 2020
Review Date: July 2022

Teacher Exchange

Responsible to:	Senior Teacher
Applies to:	Head Teacher, Teachers
Purpose:	To set out expectations and procedures for teachers who wish to work at another kindergarten for a short period of time
Definition:	'Teacher exchange' describes a situation in which two teachers agree to exchange kindergartens for a day up, up to one week.

Policy

1. Whānau Manaaki Kindergartens (WMK) supports teachers having opportunities to work in different kindergarten settings to provide professional learning through observing a variety of teaching practices.
2. Teachers are encouraged to take up the opportunity of exchange.
3. Teacher exchange may be for one day or for up to one week.

Procedures:

1. Each teacher is entitled to a minimum of one teacher exchange per term.
2. Exchange must be by mutual agreement of the two teachers concerned after consultation with their teaching teams and Senior Teacher(s).
3. The Senior Teacher must approve the exchange before it is undertaken.