

EMERGENCY STAFFING SCHEME (ESS)

GUIDELINES / CODE OF PRACTICE 2024 for School Boards

Overview of ESS

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Role of ESS Principals

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Expenses claimed by the ESS Principal

Additional information

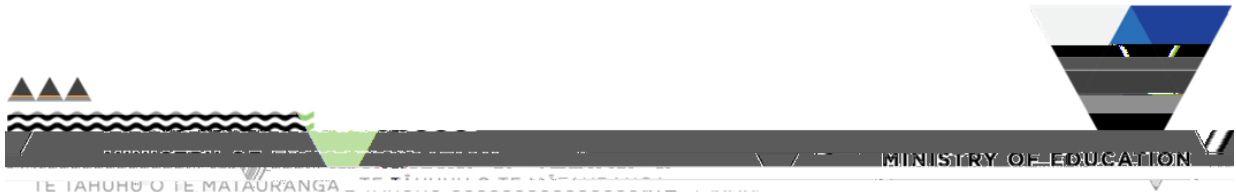
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Prior Approvals

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Emergency Staffing Scheme Claim Form

Application information

School name		School no.	
Contact email			
ESS principal's name		MOE no.	
Place of residence			

Appointment details

Period of ESS appointment	From	to	Period of this claim	From	to
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For principals living at normal place of residence:

Daily travel between normal place of residence and school (no. days x km per day @ 95c per km)	km@95c per km	\$
Additional costs (prior approval by the Ministry essential)	Pre-approved	\$

For principals living away from normal place of residence:

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Application must include:

A copy of the letter from the ESS national co-ordinator confirming the ESS principal's appointment

Evidence of payment of these expenses to the ESS Principal from Board funds or evidence of expenses paid directly by the Board on the principal's behalf

Certification

I certify that I have checked the information on this form, to the best of my knowledge, is true and correct in every particular

School Board Presiding Member signature:		Date:	
ESS principal signature:		Date:	

