

**MEMORANDUM TO
SCHOOL EDUCATION DIRECTORS
cc REGIONAL DIRECTORS**



DOC05/3979

EXTENSION OF A TEACHER'S PROBATIONARY PERIOD

The process that should be followed in the event that an extension of a teacher's probationary period is required is outlined below.

The school principal provides a report to the School Education Director with a recommendation that the teacher's probationary period should be extended. The report should detail the reason for the extension of the probationary period and the period of extension being sought.

The School Education Director has to indicate support for the principal's recommendation and forward both to the Manager, Staff Efficiency and Conduct at the Employee Performance and Conduct Unit.

The extension of a teacher's probationary period cannot be authorised by a School Education Director.

Should you have any enquiries concerning this matter please contact Mr Kevin Schipp, Manager, Staff Efficiency and Conduct on 9266-8729.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jane Thorpe". The signature is fluid and cursive, with a large loop at the end.

Jane Thorpe
Director, Employee Performance and Conduct Unit
5 December 2005