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| **Option** | **Description** | **Relevant considerations** | **Comments** |
| 1 | Consider if a reliever is available | *Have we asked our existing relievers if they are able to increase their hours? What does our current reliever network look like?*  *Have we consulted with recruitment agencies? How quickly can we get additional relievers in?* |  |
| 2 | Consult with staff whether they would be willing to use some of their non-contact time to cover for absent colleagues | *How might this impact on the health and wellbeing of our available staff? What impact might this have on the teacher’s ability to plan lessons? How many hours would we consider asking staff to give up and for how long?* |  |
| 3 | Ask qualified staff employed by your school if they would be willing to step temporarily into a classroom teaching role | *What duties might these staff be giving up if they take on a teaching role to cover for absent colleagues? Are these other duties critical? If so, how will be mitigate the risk of this staffing shift?* |  |
| 4 | Work with your Kāhui Ako, RTLB Cluster Lead School or local schools/kura to share staff | *Have we reached out to our local schools/kura? Is your local Kāhui ako able to provide staffing support or are local schools open to merging classes? Have you considered asking RTLBs (via their cluster manager) or LSCs to volunteer to cover temporarily for absent staff?* |  |
| 5 | Increasing part-time staff hours, merging classes and/or reducing curriculum coverage | *Are there part-time staff willing to increase their hours to cover for absent colleagues? Can classes be merged safely? Do these risks outweigh the decision to merge or reduce curriculum? What amount of time are we considering merging or reducing curriculum for?* |  |
| 6 | Explore employing LATs on a short-term basis | *What skills or assistance does our school / kura need? Do we currently know someone in the community with this skill set? Do we have a way to organise potentially interested individuals should we need them?* |  |
| 7 | Temporarily employing Ministry staff as teachers | *Have we explored this with our regional office contact?* |  |

Note: Options 1-6 do not require approval from the Ministry of Education. Schools are the best judge of what will work for you in the event that you need to address staffing challenges. You will be supported by the Ministry network of Te Mahau in your region.