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Any policies or guidance you have around the support offered to Supply Teachers when they begin a period of employment at one of your schools; -

All guidance connected to supply work is contained in our [supply-workers-handbook](#). This handbook is shared with both school staff and supply workers and is available on our website. We update this document on an annual basis.

Confirmation of whether or not you use the Teacher Booker system when employing Supply Teachers and, if you do, what checks are in place to ensure that the system is operating fairly.

Yes, the City of Edinburgh Council do use Teacher Booker to book supply workers. This is the only system we use, and all supply workers must be booked using Teacher Booker in order to ensure payment. The timesheet reports created within the system are submitted to our payroll dept. on a monthly basis.

We encourage supply workers to keep their Teacher Booker profile and availability up to date on the system to ensure supply workers receive notifications and job offers. An example of this advice, which is offered to support with managing a fair and transparent system, is in the attached newsletter which we send out termly to supply workers. This edition was emailed to all supply workers this week.