



## Policy for Cover Arrangements

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Description of policy

The School Teachers' Pay and Conditions Document 2009 describes absence as occurring "when the person who has been timetabled to take a particular class or group is absent". The type of absence could be for a variety of reasons, including internal and external activities as well as sickness. It could be short term or long term. All types of absence should be carefully managed to minimise the impact on teaching and learning for the pupils. The term 'cover' refers to any occasion where the teacher normally responsible for teaching the class is absent. Arranging cover is a key element of the School's whole approach to providing high quality education for all pupils in the absence of teaching staff.

The following sections summarise the policy and procedures the School will adopt in respect of short and long term absence.

In the first instance arranging cover work is the direct responsibility of the class teacher and thereafter the relevant Curriculum Leader. All covered lessons must be carefully managed to minimise the impact on teaching and learning for pupils. A teacher's absence from their timetabled teaching commitments may be planned (e.g. training course) or unexpected (e.g. sickness). Although the principles apply equally to both types of cover, the management of them may differ.

This policy provides a set of guiding principles for ensuring that this process is managed effectively and efficiently throughout the school.

## Setting cover – planned absence

- **Hard copies of ALL cover work should be handed to the Curriculum Leader of the person requiring cover before 8:00am on the day cover is required; ideally, the day before. It is not the CL's responsibility to print planned cover work.**
- Curriculum Leaders are responsible for quality assuring cover work set and placing it in the relevant 'Red Tray', in the staff work room, by 8:30 am on the morning of the intended absence.
- Class teachers must provide a completed 'Cover Sheet Lesson Plan' with detailed information about the teaching and learning to be undertaken during the absence of the teacher.
- Class teachers need to ensure that cover work set is **sufficient, challenging and develops the teaching and learning of the class, in keeping with the relevant scheme of learning.**
- Class teachers must ensure hard copies of all materials required for the lesson are provided. If textbooks or other resources are required they must be placed in the red tray by 8:30am or the precise location of the material must be clearly highlighted on the cover sheet lesson plan. Class teachers must ensure that a hard copy of their Class Charts seating plan is also left with the cover sheet,
- Class teachers should supply details of any learning support issues that the cover teacher should be made aware of, or if the class is being delivered by a trainee teacher.
- Class teachers must inform LPI if the class is being delivered by a trainee teacher. This will be noted on the cover list and the necessary supervision arrangements made. Trainee teachers **MUST** be supervised at all times by fully qualified teachers.
- Class teachers must ensure that the cover sheet lesson plan clearly identifies another member of staff who can be contacted if a problem occurs, or if a child needs removing.
- **Each department area on the school network, possesses a folder named 'Cover Arrangements' where electronic copies of cover work, ppts. etc. can be saved and accessed by the cover supervisor/teacher. However; saving here does not replace the need for hard copies of all documents, to be left with the CL.**

## Setting cover – unplanned absence

The above principles apply but may need to be managed differently for unplanned absences. Below are guiding principles.

### Sickness, child etc.

- In the cases of unplanned absence for sickness or other unplanned absence, Curriculum Leaders should be informed of the absence as soon as possible. This is to alert them that some preparation may be needed on their part. Cover work should be emailed to the relevant Curriculum Leader, wherever possible.

- If no cover work is received from the class teacher, then it will be the Curriculum Leaders responsibility to ensure there is sufficient cover work set which challenges and develops the teaching and learning of the class.

### **Traffic issues, lateness etc.**

- In these rare circumstances, it will be the Curriculum Leaders responsibility to ensure there is sufficient cover work set which challenges and develops the teaching and learning of the class. Class teachers must give guidance of the subject topic and planned activities when they inform school of their unplanned absence.
- Under these circumstances, Curriculum Leaders will not be expected to complete the cover sheet lesson plan, however, it is their entire responsibility to ensure that the member of staff covering are informed of exactly what they will be delivering.

### **General principles**

- It is the responsibility of the covering supervisor/teacher to log merits and lost merits at the end of the cover lesson/day of cover.
- Cover supervisors/teachers are responsible for completing the feedback section of the cover work lesson plan, photo copying it and providing MOW and the class teacher (via the red tray) with a hard copy of the feedback, at the end of the school day.
- Practical lessons, including technology and science, should under no circumstances, leave practical tasks for cover lessons.
- Food Science practical lessons should continue as normal. The cover supervisor/teacher is responsible for ensuring good behaviour and the safety of pupils at all times. Where a practical cooking lesson has been left as cover work, the cover supervisor/teacher can act as a Teaching Assistant for the Food Technician, who will lead the practical element of the lesson.
- In the first instance, when cover is necessary in PE, practical classes will double up, with one of the PE staff leading the class and a cover supervisor acting as a Teaching Assistant. If this is inconvenient, written work will be left for delivery in a classroom and a cover supervisor will be solely responsible.