



STONE LODGE SCHOOL

Cover Policy

Date Drafted	November 2023
Date Agreed with Trustees	November 2023
Date to be reviewed	November 2024

Monitoring, Evaluation and Review

The Governing Body will review this policy at least annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.



1. Strategy - The times when cover is most needed (illness rates/events) is taken into account when planning staffing needs such as:-

- November/February illness peaks
- Events/training – these are planned to take place during low periods of staff absence (associate staff also attend events)
- Known staff absence (medical, personal, interviews, and so on)

If an undue amount of cover arises due to illness, events/training may be cancelled to ensure that students' learning is not unduly affected: this is why cover supervisors are employed. All such staff are offered the same CPD opportunities to ensure that the highest possible quality lessons are teachers and cover supervisors with preferred agencies. The relationship with these agencies is cemented with bi-annual meetings with agency representatives. This facilitates regular dialogue regarding the school's needs.

The relationship with supply agencies is also important as it is at the Head Teacher's discretion to decide at what point during a teacher's absence a qualified teacher is called in (for example from a supply agency) to provide cover.

All pre-planned cover must be arranged with the senior leader responsible at least 1 week in advance of the absence using the appropriate electronic or paper documents.

2. Teaching Staff Can be expected to cover a lesson if they: -

- a) cannot be allocated a class in line with their expected teaching commitment. This may happen due to timetabling constraints.
- b) have not been allocated a tutor group – in this instance a member of staff will be expected to register the students in the tutor group's normal tutor room.
- c) are timetabled a lesson but that lesson does not take place because students' timetables have been altered because of extra-curricular events/examinations (this time will be used as a matter of last resort, where unpredicted absence occurs)
- d) Gained time (from teaching classes that have finished courses and are no longer required to attend school) will only be used to cover unforeseen circumstances such as staff illness on any day.

Note: - Teaching staff will not invigilate any examinations that may involve a change in the students' timetable. But, please note, staff may then be used to provide cover where unpredictable absence occurs

3) Priority list when organising cover

Teachers may be required to cover, but “only rarely, and only in circumstances that are not foreseeable”.

This is set out in section 2, paragraph 52.7 (page 49) of the School Teachers' Pay and Conditions Document (STPCD).

“52.7. Teachers should be required to provide cover in accordance with paragraph 50.7 only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).”

We plan advanced cover carefully – trying to match up what the need is with what we have available. When working out who can cover what the list we work through is as follows:

- a. Cover supervisors
- b. Higher Level Teaching Assistants
- c. Senior Leadership Team
- d. Staff who are free as they are under allocation
- e. External Supply Staff
- f. Volunteers including subjects that “double-up” or teach each other’s lessons

We try to match up the staff covering with the lesson to be covered – so that teachers cover lessons in their own departments. This sometimes means that we allocate a teacher of a subject to cover a planned absence in their own subject rather than do an emergency cover elsewhere (which is covered by cover or supply staff).

Often staff volunteer to support each other by covering lessons for colleagues to reduce the cost of trips or training exercises for departments and students. If such an arrangement has been reached by individuals please let the cover team know when you are booking the cover.

We recognise that November and February are peak times for absence for staff due to illness and we therefore expect to expend a disproportionate amount of our part of the supply budget during this time.

4) Cover Supervisors

For staff who have Cover Supervisors to provide cover: -

Planned absence

The work for a planned absence should be communicated to the cover supervisor (consult with Marc Naylor as to who is covering the lesson) at least one day in advance of the known absence.

5) Planned absence

If a member of staff is requesting an absence or cover, then the 'Request for Absence/Cover' form must be completed. Once completed, this form must be signed by the member of staff's Line Manager. This form then must be given to Marc Naylor who will seek approval from the Headteacher to see if this request has been approved. This form should be completed 2 weeks prior to the absence where possible.

6) Unplanned absence

If staff are unable to attend work for an unplanned absence they need to phone the Headteacher on 07935087042 before 7:30am on the day.

Staff should also inform their Head of Department or Line Manager via email to make them aware of this absence.

Cover work should be emailed into mnaylor@stonelodgeschool.co.uk no later than 8am whilst copying in their Head of Department/Line Manager so this can be given to Cover staff delivering these lessons in their absence.

REQUEST FOR ABSENCE/COVER

CPD related absence	<input type="checkbox"/>
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Medical leave (tick)	<input type="checkbox"/>
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SURNAME NAME (Capitals)		POSITION HELD:	
First day of absence will be/was:	Hours/periods if under 1 day	Total No. of days requested/taken:	REASON FOR ABSENCE:
/2022			Evidence Provided <input type="checkbox"/>
Lesson	Tick if needing cover		
Form Time			
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Duty affected on the day:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signed:			
by requesting staff member			

Signed:			
By LM			
Date:			
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Paid / Unpaid	

Cover for duties must be arranged by the person requiring cover and stated above.

Please return this to your LM.

Entered on SIMS

Request for CPD

Request for CPD	
Title of course	
Provider	
Document attached as evidence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cost of course	£
Total Time commitment	
Please list the number of days in total needed.	
The educational objective of the event:	
Specific skills/knowledge to be gained:	
How will this inset improve your practice?	
Please indicate, how you will disseminate the information:	

If you are planning an absence for a trip, CPD, or school-related matter you should still complete the 'Request of Absence/Cover' form. We need to check if we will be able to cover you. You will need to confirm:

It is the staff's responsibility to leave high-quality cover work for all planned absences. The students deserve to continue to complete high-quality challenging work and that is also much easier to deliver for the cover team. The 'Request of Absence/Cover' if available in the staff room.

6) Unplanned/emergency absence

If you are unable to work or will be late and need unplanned cover please ring the Head Teacher on the School Mobile which will be shared with all colleagues. This needs to be done by 7:30 am at the latest. Staff should also contact their line manager to set appropriate cover for their classes. Lead Coordinators of that members should then ensure the cover work is in the Cover Team on Microsoft Teams.

7) Cover list

The cover list is published as soon as possible each day via email and to Sims by Marc Naylor. Staff should check this every day.