

COVER TEACHING POLICY

Date	Review Date	Contact
01.09.18	01.09.19	Principal

Aims

The cover system aims to ensure that teachers are only asked to cover for unforeseen events on rare occasions. There is no expectation that teachers will cover for planned or foreseeable events, though the opportunity may be offered.

To treat all staff fairly and equitably.

Cover Supervision

The Academic & SMSC Lead supervises cover with the aid of the Operations Lead.

Planned absences requiring cover are organised as far in advance as possible. Both planned absences and unplanned absences requiring cover whether for teaching or other activities at short notice follow this order:

- Teaching colleagues may be offered the opportunity to cover
- Teachers from other centres within the group may be invited through head office given appropriate safeguarding checks, loose supervision, etc
- The Academic & SMSC Lead or Operations Lead may cover
- Other members of staff may supervise students in the very short term
- In extreme or longer-term cases a supply agency may be used

Monitoring

Staff absences are monitored on the weekly SLT meeting standing agenda.

Signed:

Date: 01/09/18

Jon Crocker
Principal