

|                              |
|------------------------------|
| <b>COVER TEACHING POLICY</b> |
|------------------------------|

| Date     | Review Date | Contact                    |
|----------|-------------|----------------------------|
| 01.03.19 | 01.03.20    | Head of School & Education |

This policy is underpinned by Newbury Hall's core values as stated in our aims & ethos.

The Head of School & Education supervises cover with the help of any teachers already in school. During busier months (summer, normal school holidays, etc), a senior teacher may take over this role as required.

The cover teaching system aims to ensure that teachers are treated fairly and 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.

Planned absences requiring cover are organised as far in advance as possible. Both planned absences and unplanned absences requiring cover can be solved:

- Classes can be combined where appropriate (maintaining publicised ratios, equivalent levels, etc)
- Other teachers in school may be offered the opportunity to cover
- Teachers from other centres within the group may be invited through head office
- The head of school & education 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

**Signed:**



**Alex McNish, Head of School & Education, on 01.03.19**