

COVER POLICY

Aims

The Federation will, wherever possible, use cover supervisors and cover teachers to supervise classes where the timetabled teacher is absent. Exceptions to this would be seen as emergency cover whereby staff absence could not be covered by a cover supervisor or cover teacher

Processes

Staff wishing to request leave complete a 'Leave of Absence' form and staff wishing to arrange a school based activity which would result in cover complete a 'Request for additional activity form'. These forms are sent to the Executive Headteacher for approval. Once approved, these are then entered into the Cover Diary.

In the event of a foreseen or unforeseen emergency, the Executive Headteacher or his deputy will suspend the timetable and direct staff to supervise the students until a time when the normal timetable can be resumed.

The Federation calendar and teaching timetable will be published by July 10th of each school year. However, both calendar and timetable should be seen as working documents which may change in certain circumstances.

Monitoring

The Federation's Administrative Assistant: Personnel, will maintain records of all absence. The Federation Operations Manager will meet weekly with the Executive Headteacher to discuss arrangements for cover.