



# MELBOURN VILLAGE COLLEGE COVER POLICY

**Date reviewed: December 2022**

**Date for next review: December 2024**

**Date of ratification by Governing board: 13<sup>th</sup> March 2023**

Document Control		
Edition	Issued	Changes from previous
1	Dec 2022	New policy

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
<b>This policy links to other school policies on:</b>  <b>Legislation relating to this policy:</b>	Principal Senior Leader responsible for Cover Teaching staff Cover Manager Cover Supervisors HR Officer

This policy states the school's position with respect to workforce reforms regarding 'rarely cover' arrangements. It is robust enough to take into account historical trends of absence.

## 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 Principal'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 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

Teaching staff are responsible for ensuring that their timetables are up to date on the school Management and Information System (MIS). Staff will not be allocated cover in their Planning, Preparation and Assessment Time (10% of teaching timetable) or in NQT time but these periods must be appropriately labelled on timetables.

### **3) Priority list when organising 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:

1. Cover supervisors
2. Staff who are free as they are under allocation
3. External supply staff
4. Volunteers including subjects that “double up” or teach each other's lessons
5. Staff who have a line management meeting that could be used instead

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 the Cover Manager as to who is covering the lesson) at least one day in advance of the known absence.

### **5) Planned absence**

If you are planning absence for a trip, CPD or school related matter you must confirm the arrangements with the appropriate staff using the CPD booking form/event planning pack as appropriate. Your request must be made at least two weeks before the proposed event, with a response to the cover request being given within two working days. The cover request will include such details as:

1. Who has authorised your absence
2. The date and times you are out
3. The classes you need covering (including tutor)
4. Who you have arranged a duty swap with if applicable

If you have **planned personal absence** you will need to complete a green leave of absence form available from the HR Officer and follow this cover policy once the planned absence is authorised. If you are requesting cover for a CPD course you have to complete the CPD request form and follow this cover policy once the course is authorised.

## **6) Unplanned/emergency absence**

If you are unable to work or will be late and need unplanned cover please contact (the cover office Becky Jackson on ext 13041 07801 295341 by 7:10 at the latest). You should also contact your HOD/Line manager to organise appropriate cover for your classes. In the case of unplanned absence, it is the Head of Department's responsibility to set cover although you may wish to set the cover yourself. An update on where the class are in the SOW is really helpful in setting high quality cover, but is not required.

## **7) Cover list**

The cover list is published as soon as possible each day via email and to SIMS by the Cover Manager. Please check this every day, particularly at the start of the year as timetables, PPA, meetings etc all take a little bit of time to settle and the Cover Manager can only allocate cover in line with what is in SIMS.

## **8) Setting work**

It is your responsibility to leave high quality cover work for all planned absences for all year groups. All cover work (instructions on the cover form, worksheets, powerpoints) must be stored online in the folder Cover Work in the CATalogue.

Please be aware that external supply teachers do not have access to a laptop and are not able to use the CATalogue. If the lesson is covered by an external supply teacher, the cover work has to be left in the relevant classroom including instructions on the cover work proforma, textbooks and/or worksheets.

In case of an unplanned absence it is the Head of Department's responsibility to set cover. In these circumstances an update on where the class are in the SoW is really helpful in setting high quality cover.

## **9) Expectations on Live Lessons and Setting Work**

### **A whole class or year group is self-isolating**

- Most lessons to be delivered as online live lessons.
- These lessons should be 60 minutes as per timetable below.
- Work should be set on Teams as normal if a live lesson does not take place.
- If a live lesson is not possible, staff are expected to be available via Teams for the entire hour to answer any queries about the work from students.

### **An individual student is self-isolating**

- Work for individual students needs to be set online via Teams.
- All tasks need to be set as Assignments on Teams.

### **Staff are self-isolating**

- Work for individual students who are self-isolating needs to be set via Assignments on Teams.
- If appropriate, teaching staff can decide to deliver live lessons to their classes from their home environment. If such a live lesson takes place the class will be supervised by a cover supervisor.
- If no live lesson takes place, cover work needs to be set as outlined under section 8 in this cover policy.

## **10) Appendix**

Appendix 1: Cover form

## **Cover Work**

Please save this form in the Cover Work folder on the CATalogue under the correct date.

Please ensure that all sections are completed.

### **Lesson Details**

Teacher Date/Period			
Class Code Room			
Learning context			
Lesson objective			
<b><i>This section is to be completed by the cover supervisor</i></b>			
Seating plan included		Resources provided	

**THE TEACHER MUST PROVIDE AN UP TO DATE SEATING PLAN**

### **Lesson Instructions**

<b>Task</b>	<b>Information</b>	<b>Note</b>
Starter		
Extension		

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### **Feedback to Staff**

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