

Jesse Gray Primary Rarely Cover Policy



May 2021

Head Teacher Signature:	
Date Adopted:	
Review Date:	May 2022

COVER SUPERVISION IN SCHOOLS POLICY

1. Principles

This model policy should be read alongside the following:

- DfES Time for Standards, Remodelling Cover – Resource Pack
- School Teachers’ Pay and Conditions Document – Section 4
- Section 133 Regulations issued under the Education Act 2002
- WAMG Guidance for Schools on Cover Supervision

Section 133 Regulations under the Education Act 2002 state that no teacher, including the Head Teacher, should cover for absent teachers for more than 38 hours in one academic year. These arrangements apply to all teachers employed by the school whether on permanent, fixed term or temporary contracts and pro-rata to teachers on part-time contracts. It does not apply to those wholly or mainly employed for other reasons.

It is the intention of this school to be fully compliant with all contractual regulations regarding cover supervision and to work towards a time when teachers, including the Head Teacher, rarely cover for absent colleagues.

2. Definition

The term ‘**cover**’ refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time s/he has been timetabled to teach.

This policy, therefore, refers to times when staff are absent due to illness attending courses or involved in another activity which necessitates them being absent from their class when they would normally be expected to teach them.

Areas **not** covered by this policy include alternative arrangements made for teaching a class in order to give a teacher PPA time.

3. Policy

3.1 In this school, the following strategies will be used to provide cover supervision.

- Supply teachers to cover planned absence for CPD activities lasting more than half a day.

- HLTA to support from teacher planning.
 - In very short notice circumstances, classes could be split between others. This will be for no more than one day.
- 3.2 Work of supply teachers, cover supervisors and HLTAs will be supervised by the Head Teacher and Deputy Head Teacher and by class teachers who have supplied 'emergency planning'
- 3.3 Teachers attending CPD activities will leave appropriate work for a supply teacher to carry out. Either the class teacher or key stage leader will ensure that the supply teacher is familiar with the material and is able to progress the learning in the sessions taught.
- 3.4 Supply teachers will be expected to mark work and carry out assessment before they leave the school. This will be completed during the 1265 hours directed working time.

4. Dealing with Behaviour

Supply teachers should be familiar with the school's Behaviour Policy and Good to be Green scheme and these should be followed at all times.

5. Maintaining a Record of Cover

The school will maintain a record of absence of teachers and cover supervision arrangements used.

Reviewed: May 2021

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Reviewed by Staff: Mr C Belton

Governor :