



Cover Policy

Aim

The aim of this policy is to establish a clear process for dealing with cover related to planned and unplanned absences of teachers and to ensure a consistent approach to all cover work set across Samuel Whitbread Academy (SWA). Planned cover that enables all cover staff (internal and external) to supervise and safeguard effectively all students; that supports our students with retrieval and knowledge/skill consolidation, and clearly links to the planned curriculum sequence.

This document will outline our expectations; define roles and responsibilities and offer guidelines and procedures to ensure that all cover work set is practical, supports those supervising and is conducive to active learning.

This policy should be read alongside the Absence Policy.

Definition of terms:

Cover

In this policy, the term 'cover' is based on the following in-school definition:

"To supervise and safeguard the learning environment, allowing students to complete work set."

At SWA, this includes the covering of Tutor Time (8:20-8:45am).

Rarely cover

In this policy, the term 'rarely cover' is based on The School Teachers Pay and Conditions Document (STPCD) definition:

"Teachers should be required to provide cover only rarely, and only in circumstances that are not foreseeable"

To that end, SWA has no expectation that teachers provide cover to a **set limit**: we do not operate a "fixed-hours" limit within this policy. Teachers may be asked to support with cover in exceptional circumstances or in emergency situations.

As per Union guidance, the Academy will maintain a **cover log** to ensure that the burden of 'rarely cover' arrangements are equitable, as it is important that cover is shared as far as reasonably possible.

Planned cover

In this policy, the term 'planned cover' is based on the following in-school definition:

"Cover that is linked to work commitments such as school trips, meetings or training – which is therefore classified as 'foreseeable' and requires the completion of a 'Leave of Absence' form."

The Academy will not cover KS5 lessons. It is expected that work is set on Bromcom.

Short-term absence

In this policy, the term short-time absence is defined as an absence less than 10 working days. In these instances, cover supervisors or external supply teachers will be assigned.

Long term absence

In this policy, the term long-term absence is defined as a period of absence exceeding 10 working days, such as maternity or shared parental leave, or long-term sick. In these cases, the Academy seeks to support students by scheduling the cover to be undertaken by a qualified teacher or

consistent external cover and 'active' teaching is expected, including the planning, delivery, assessment and reporting of progress for pupils. This may include, in consultation with teachers, the exploration of changing existing timetables to ensure students / classes are not disadvantaged.

General Principles of Cover work at SWA

1. Cover work is set for Years 9-13.
2. Cover work is accessible to non-subject specialists. It provides clear instructions, as well as task models or answers to worksheets.
3. Cover work does not deliver new content **
4. Cover work is the retrieval and consolidation of existing knowledge and skill. Cover should not be the delivery of new subject content that requires specialist knowledge and subject specific expertise.
5. Cover work should be engaging and appropriately challenging to support the learning environment. It is designed to ensure students are able to work for the whole lesson(s).

** with the exception of long-term absence exceeding 10 days

Planned Cover

1. Planned cover must be requested and approved by the line manager via a Leave of Absence (LoA) form.
2. The LoA form should be completed as far as possible in advance and received by the Cover Manager a minimum of 48 hours before requirement.
3. Cover work should be detailed in the 'Cover Checklist' document (appendix i) which needs to be completed for each lesson, including tutor time. Only one is required for a double or triple lesson.
4. The 'Cover Checklist', along with the relevant resources should be saved in the shared 'Cover' Google drive, in the correct subject and date folder.
5. The following naming system: staff name_class name - For example, Clinehan_11UV/E2 should be adopted when saving work in the 'Cover' Google drive.
6. All planned cover work is to be uploaded a minimum of 24 hours in advance.
7. The Cover Manager will check that cover work has been set and follow up accordingly.
8. Any required resources should be printed in advance of the lesson and left, clearly labelled, on the teacher's desk in the classroom.
9. Cover work for Sixth Form lessons is uploaded to Bromcom only with clear instructions; no need to complete the Cover Checklist.

Unplanned Cover

1. The Absence policy should be followed when reporting an absence.
2. If the member of staff deems themselves fit and able to set cover, then the 'Cover Checklist' and accompanying resources should be completed and uploaded to the shared Google Drive, as outlined in the 'Planned Cover' section.
3. If the member of staff is unfit and unable to set cover then the responsibility falls to the Head of Year (HOY) for tutor time and Head of Department (HOD) or a staff member delegated by the HOD for lesson time.
4. The cover set should not require the printing of resources. All resources should be prepared in advance of the lesson.

5. The HOD or designated staff member will inform Sixth form classes if lessons are to move to independent learning.

Where appropriate, teachers will receive an email from Jayne Reeve (cover manager) or our Learning Supervisors to inform them of the progress made in the lesson, as well as any other pertinent issues (behavior concerns or praise).

Monitoring and Evaluating

Monitoring and evaluating the Cover Policy will be carried out at several levels.

- Senior Leadership Team
- Heads of Department & subject leaders
- Governors.

Implementation and Review

This policy will be circulated to all Academy staff and published on the Academy websites for parent/carer information. The policy will be reviewed two yearly.

Author and Date

Vice Principal - Teaching & Learning - Charlotte Linehan (July 2022)

Reviewed – March 2025

Date ratified by Governors – April 2025

Next review date – March 2027

Appendix i

Date	29.04.25	
Day and Period	Thursday P3	
Teacher Being Covered	Nick Martin	
Subject & Class Code	Maths 10st/M2	
Focus of The Lesson	Averages	
Lesson Structure:	Time:	Expected Work Completed:
Starter	10 mins	Mind map what they remember about 3D shapes, using the key terminology on slide 1 to support them.
Activity 1	15 mins	Q1-4 to be completed individually in their exercise books. Cover teacher to model the completion of Q1 – answer and method in the notes section of the slide. Answers on next slide – students to self-mark in green pen.
Activity 2	20 mins	Q5-10 to be completed in pairs – all students to write their working out and answers in their books. Answers on next slide – students to self-mark
Activity 3	10 mins	Challenge Task: GCSE past paper question. Students to tackle the question on the penultimate slide – 5 mins Next slide reveals the answer and how I got there. Show them this and get them to correct their work accordingly. 5 mins
Seating Plan	Printed with resources on teacher desk.	
Where are exercise books kept?	In classroom cupboard Rm404	
Classroom Management Support	Jayne R can be chatty, will need prompting to complete work. Thomas sometimes gets out of his seat to talk to Ian. Will respond to the Levels system and a reminder of expectations. Emma has a timeout card – use as part of toolkit – she will need clear timings and prompted with a minute to go. Then will settle.	
Resources for Lesson:	On teacher desk – exercise books on shelf.	

N.B Microsoft Word and PowerPoint versions available on Shared Google ‘Cover’ Drive in the admin folder.