



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, in emergency situations or where there is 1-2 lessons that cannot be covered during the day that doesn't warrant a supply teacher (this is always optional and relies on good will).

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."

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, cover would 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.

General Principles of Cover work at SWA

1. Cover work should be accessible to non-subject specialists.
2. Cover work should not deliver new content **
3. Cover work should be the retrieval and consolidation of existing knowledge and skill.
4. Cover work should be engaging and appropriately challenging to support the learning environment.

** 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/ECL 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.

Unplanned Cover

1. The Absence policy should be followed when reporting an absence.
2. If the member of staff is 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.

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/carers information. The policy will be reviewed two yearly.

Author and Date

Vice Principal - Teaching & Learning - Charlotte Linehan (May 2021)

Date ratified by Governors – July 2021

Next review date - June 2023

Appendix i

Date	29.04.21	
Day and Period	Thursday P3	
Teacher Being Covered	Tony Edwards	
Subject & Class Code	Maths 10st/MA	
Focus of The Lesson	Averages	
Lesson Structure:	Estimated Completion Time:	Expected Work Completed:
Starter	10 mins	Mind map
Activity 1	15 mins	Q1-4 completed
Activity 2	15 mins	1 paragraph
Activity 3	15 mins	5 lines of writing
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. Nick sometimes gets out of his seat to talk to Ian. Will respond to the Levels system.	
Resources for Lesson:	On teacher desk / Google Classroom	

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