



ORMISTON
SIX VILLAGES
ACADEMY



COVER PROCEDURE

Approved by the Principal: June 2017
Date of next review: June 2018

COVER PROCEDURE

Introduction

Any system of 'cover' must ensure **that the learning of the students does not suffer** from the absence of the normal teacher.

Therefore:

- It is the responsibility of all teachers to set appropriate work, to be managed by a cover supervisor, for the students using the cover template.
- It is the responsibility of the Head of Department to ensure that each class has work, to be managed by the cover supervisor, and the necessary resources to complete that work.
- It is the responsibility of the 'cover supervisor/teacher' to assist the students' learning during that lesson
- Current seating plans must be on display in the classroom and available in the green folder

Principles of using staff to cover

- a) It will be normal practice to use Cover Supervisors/OSVA staff to cover for the first three days of sickness absence and then subject specific supply cover (if available).
- b) Teaching staff who are timetabled to team teach will be expected to continue to teach the class in the absence of their colleague.
- c) Teaching staff who are teaching fewer lessons than their allotted contact ratio will be used more for cover in an equivalent ratio.
- d) Apart from this we shall seek to equalise the use of staff for cover **over the period of the academic year**.
- e) The last week of each term should be kept clear in the diary. This is to provide continuity to the students on their return to school and before an extended break.
- f) The cover policy allows for **1 pre-planned absence** per day. Please check the electronic cover diary before arranging meetings/mocks/trips etc. This is available on SIMS.

What happens if you are absent?

- a) In case of sickness etc. the following procedure should be followed:
 - **Let the member of SLT know you will be absent on each day of absence by calling 07554998929 between 7.00 and 7.15am, for the first five days, or as soon as possible on the day before. A medical certificate must be provided for an extended absence.**
 - Do not use the main school number as messages are not picked up in time.
 - Do not leave a message concerning work for your classes on the cover number. Please email a Cover Lesson Proforma with your cover work for your absence to your HOD and the Cover Manager: cover@ormistonsixvillages.org.uk

The cover work needs to be with the Cover Manager before 7.30am to allow for it to be circulated to the staff covering your classes and photocopying to be organised.

- On your return, an Absence from Work meeting will be arranged with the Finance & Business Director.

In case of planned absence, the following procedure should be followed:

- It is essential that all activities are logged in the school diary kept by the Cover Manager (this includes meetings etc. arranged in non-contact time)
 - A yellow absence form **must** be completed for all absences including absences taking place in non-contact time and during registration/assembly time. This is to be signed by you and passed to your line manager for their approval.
 - If it is a course it should then be handed to the CPD coordinator for signing.
 - Any requests for personal leave must also go through the Principal.
 - Once the request has been approved the yellow slip is to be passed to the Cover Manager.
 - The diary will be checked, approval of the request will be confirmed and returned to pigeonholes.
 - Yellow forms should be submitted two weeks before the absence. We appreciate that in some instances, e.g. hospital appointments etc., this may not be possible.
 - **No requests will be put into the diary without a signed yellow form.**
 - Telephone/email requests will not be accepted. Please ***PERSONALLY*** check the electronic diary on SIMS for availability, no request can be confirmed until a yellow form is received.
 - In addition, for any INSET, the separate Planning and Evaluation form will also need completing and passing to LWE for approval, and to the Admin Manager for booking. Staff must not book courses themselves.
- b) Cover Lesson Proforma (shared drive/Admin/CoverLessonProforma) must be completed for **every** cover lesson by the normal teacher who should ensure that adequate work is set and a full explanation of the task is given. These should be distributed as follows: **Head of Department, Cover Manager and**
- A copy should be placed in the appropriate cover pigeon hole in the staff room, before 8.10am with all the resources necessary for the lesson.**
- c) When a register requires covering due to sickness, the Cover Manager will organise cover, and liaise with **Directors of Learning** if no Cover Supervisor is available. If staff are booked on days out it is their responsibility to get this covered and to make the **Directors of Learning** aware that they are absent for registration.

Administration of Cover

Day to day cover and exam cover (in liaison with Exams Officer) will be managed by the Cover Manager. She will be allocated an annual budget of supply days, which should not be exceeded.

The Cover Manager produces the daily cover timetable (a copy is available on the SIMS front page) and individual lesson sheets are given to the cover teacher.

The Cover Manager books supply teachers where appropriate and ensures they are welcomed to the school, provided with a *Supply Handbook, class lists and details of cover work.*

Arrangements are made when necessary to cover longer term absences so as to give continuity and stability to the students. These arrangements are outside of normal cover procedures and made on an as needed basis.

Cover for: _____ Date: _____ Planned absence Sickness (Please tick as appropriate)

Sickness cover should be emailed to cover@ormistonsixvillages.org.uk

Planned absence cover should be left before 8.00am, in the pigeon holes labelled 'Cover' in the staffroom. Or handed to Cover Administrator on the day before planned absence. Send copies of all cover to the relevant HoD.

Lesson 1	Group:	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			
Lesson 2	Group: 11C	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			
Lesson 3	Group:	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			
Lesson 4	Group:	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			
Lesson 5	Group:	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			
Lesson 6	Group:	Room:	HoD:
Title:			
Objective:			
Homework:			
Starter:			
Main:			
Plenary:			
Photocopying needs:			