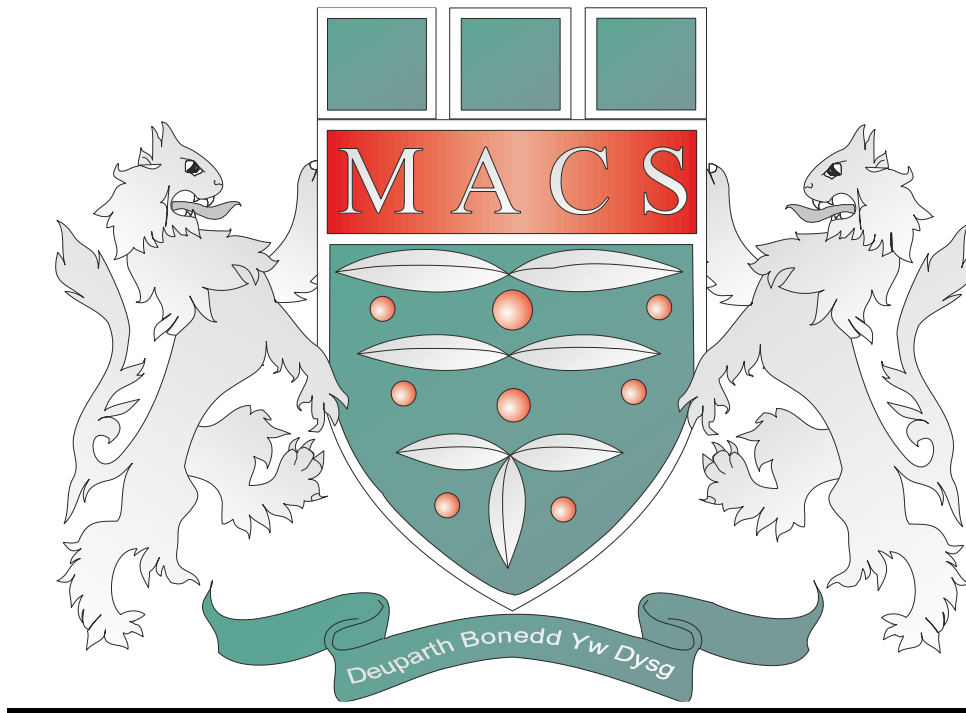


# MOUNTAIN ASH COMPREHENSIVE SCHOOL



## COVER POLICY

Signed \_\_\_\_\_ (Chair of  
Governors)

Date \_\_\_\_\_

Reviewed: January 2018  
Next Review Date: January 2019

The aim of the schools' cover policy is to ensure that teachers' non-contact time can be devoted exclusively to professional activities which will contribute directly to raising standards within the school. To this end it will be only in exceptional or unforeseen circumstances that teachers are asked to cover for absent colleagues.

To achieve this aim teacher absence will need to be carefully planned and managed.

The school calendar will provide an important planning tool. Days when normal timetables will be suspended or amended will be clearly identified eg Transition and sports days. It is also likely that traditional patterns of sickness absence will mean that there are certain parts of the school year when the opportunities to plan activities which require cover will be very limited.

### Sickness Absence

All sickness absence will be managed according to the recently issued RCT policy which is available on the staff shared area.

### Authorised Absence

All applications to attend inset courses will continue to be dealt with by Mrs L Mackie, inset coordinator.

Applications for authorised absence to undertake trips or activities with pupils should be submitted at least ten days in advance for consideration by the Headteacher. Arrangements should not be confirmed or entered in the diary until authorisation is given. The criteria informing any decision relating to such applications will include 1) the overall impact upon pupils' learning. 2) the resources available to provide cover.

Leave of absence for personal reasons will be managed within the guidelines provided by RCT and the national conditions of service as detailed in the Burgundy Book.

At all times staff are asked to be mindful of the impact of their absence on both pupils and other colleagues and to make all reasonable efforts to minimise the amount of time lost.

In the case of planned absences it is the responsibility of the member of staff concerned to provide suitable work for classes to be covered.

### Internal Cover

The level of resources which can be allocated to providing cover is inevitably limited. This will mean that certain activities, including assessment procedures, which were viable under the old cover arrangements, may now have to be reviewed. In order to achieve the aims of this policy the school will deploy a mix of cover supervisors both part-time and full time as well as long and short term supply teaching staff.