



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

COVER POLICY

This policy implements the final step of the National Agreement 'Raising Standards and Tackling Workload' signed in 2003 and has the objective of teachers only rarely being asked to cover lessons for absent colleagues. The aim is for all foreseeable absences to be covered in other ways.

The policy builds on steps already taken to greatly reduce the cover load for teaching staff and is compatible with the latest version of the School Teachers Pay and Conditions Document. It also follows as far as possible the guiding principles of guaranteeing PPA time each week and sharing any remaining cover requirements equitably among all teachers in the college.

Provision of short term cover from September 2009

The priority order of deployment for days one to three of an absence to be as follows:

1. Cover Supervisors (including any HLTAs with cover responsibility as part of their agreed role).
2. Any teaching staff freed up by an approved, calendared event (e.g. Year 7 Porthpean, Year 10 Special Programme).
3. Available Supply Staff bought in.
4. Teaching staff without a timetabled lesson or designated PPA – using an on call system to protect other non-contact time in the week but without rota weightings. NQTs to be exempt from this.

The above to apply to both planned and unplanned absences, Y7 – Y11 classes only. Priority 4 only to be used in exceptional, unforeseen circumstances such as teacher illness during the college day and only when the other methods of cover have been exhausted.

Provision of long term cover from September 2009

Supply staff to be bought in from the fourth day of absence onwards. All Year groups from Y7 to Y13 to be covered. Fixed term contracts to be used for any regular cover commitments extending beyond four weeks.

Other points

1. Historical patterns of absence to be analysed to help establish foreseeable levels of absence e.g. due to illness. This to be updated annually.
2. Leave of Absence policy to be updated and published during the Autumn term 2009. This to undergo a consultation process similar to the Cover Policy.
3. Approved calendared events to be notified to staff well in advance with possible redeployment of freed up staff clearly flagged up.
4. Any 'Gained Time' when year groups are on approved, calendared Study Leave not to be used for cover purposes.
5. Existing time credits for being on a Cover Rota to cease. Only duty commitments to be used to help even out discrepancies between target and actual teaching loads.
6. NQTs to be exempt from any on call system and only used for redeployment cover as a last resort.
7. Careful records to be kept to monitor the amount and categories of cover actually undertaken by teaching staff and to ensure the spirit of the Rarely Cover agreement is not compromised.
8. Guidelines for setting and taking cover lessons to be updated in the light of this policy.

Local issue – cover for will

WILL periods are notified in advance on the College calendar and as such can be seen as part of each teacher's annual teaching timetable.

Absent tutors to be covered where possible by Cover Supervisors who are not tutors or Supply Staff. Teachers who are not tutors may be used if they have been freed up from a timetabled lesson – including Heads of Year as a last resort for a WILL group in their own year. Otherwise, the current system of doubling up with partner tutors or using competent support tutors to continue.