



# MARISH



## Academy Trust

# Rarely Cover Policy

**Date:** 24/02/14

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## 1 Context

Every school is statutorily obliged to have a Rarely Cover Policy to ensure that teachers are not being routinely used to cover for absent teaching colleagues.

At Marish Academy Trust schools class teachers will only be asked to cover for an absent colleague in exceptional circumstances. For example: in an emergency with no notice, and this would only happen until an additional teacher could be arranged to take the class.

This policy has been developed in accordance with the conditions outlined in the School Teachers Pay and Conditions Document 2009 and the Rarely Cover Implementation Process Guidance. The changes are outlined below (paragraphs 53 – 55):

*53. All cover for absence undertaken by teachers at a school counts towards the limit.*

*The Document requires cover to be allocated on an equitable basis. Where schools designate on the timetable non-contact periods specifically for cover these must count towards the 38 hour limit on the occasions when they are used. Leadership and management time can also be used for cover but should not be used disproportionately. The time used counts against the limit.*

*54. The guaranteed PPA time of teachers at a school is part of the legal conditions of employment from September 2005 and cannot be used for cover.*

## 2 Aim

The aim of this policy is to ensure that the high quality of teaching and learning delivered and received at the schools within Marish Academy Trust is not jeopardised by teaching staff absence, whether long or short term, planned or unforeseeable.

## 3 Short Term Absence

For the purpose of this policy this is taken to mean any time up to no more than two working days.

## 4 Long Term absence

For the purpose of this policy this is taken to mean any time more than two days and may include known long term absence; e.g. severe illness.

## 5 Specific Conditions of Cover

- Marish Academy Trust recognises that providing cover is not an effective use of a teacher's time.
- Marish Academy Trust is committed to exhausting all other reasonable strategies for providing cover before asking a member of staff.
- Marish Academy Trust recognises that teachers/Headteachers/SLT on release time should only be asked to cover rarely, in circumstances which are unforeseeable.

- Where teachers are rarely required to cover, the senior leadership will ensure that cover is shared equitably among all teachers in the school, including, where feasible, the Headteacher.
- Both schools will maintain a record of cover undertaken by teachers to inform planning and monitoring.
- The guaranteed PPA time of teachers at any school forms part of the legal conditions of employment and cannot be used for cover. However on occasions when several members of staff are absent, PPA may be withdrawn on that day, as long as it is paid back as soon as possible.
- Where the need for at least half a day's cover is identified, we will deploy the following resources in the first instance:
  - Higher Level Teaching Assistants
  - School Supply Staff
  - Agency Supply Staff
  - Non-class based teaching staff
  - Leadership Team

## 6 Cover Decisions

The senior leadership team will take account of the following key factors when deciding to use cover supervision:

- The extent to which continuity of learning can be maintained;
- The length of time a particular group of pupils would be working without a qualified teacher;
- The proportion of the total curriculum time affected in a specific subject area over the course of the term.

## 7 Support Staff

Higher Level Teaching Assistants (HLTA) will, on occasion, be asked to cover for a teacher who is on a course (planned) or unforeseeably absent (unplanned).

## 8 Cover Arrangements

The senior leadership team will under normal circumstances arrange cover for an unforeseeable absence if this falls before the school day begins and the Trust Office Manager will arrange all cover for planned absence. Long term arrangements will be decided by each school's Leadership Team.

## 9 Monitoring and Review

The Executive Headteacher, with the Trust Finance Director will monitor the effectiveness of these strategies for providing cover on a term by term basis to ensure the quality of supervision and pupil progress and behaviour are as required. Patterns of absence are recorded following Schools HR Co-operative procedures and regular reports are made to the strategic Board of the Trust's Governing Body.

The Executive Headteacher and Governing Body will carry out a biannual review of this policy.

## 10 Revision History

| Version | Date     | Author | Comments |
|---------|----------|--------|----------|
| 1.0     | Jan 2012 |        |          |
| 2.0     | Jan 2014 |        |          |

## 11 Approval History

| Version | Approved    | Comments |
|---------|-------------|----------|
| 1.0     | 24 FEB 2012 |          |
| 2.0     | Feb 2014    |          |