St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

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| **Description:** | Cover supervision plans |
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| **Contact:** | governors@stjohnandstnicolasschools.org.uk |
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**Change Record**

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| Index | | Page |
|---|---|---|
| **1.** | Introduction | 2 |
| **2.** | Background | 2 |
| **3.** | Cover Strategy | 3 |
| **4.** | Roles & Responsibilities | 3 |
| **5.** | In the event of difficulties | 4 |
| **6.** | Monitoring | 4 |


**St John and St Nicolas Schools Federation**
**Cover Policy**

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

**1: What is Cover ?**
Usually, in the absence of a class teacher, children continue their learning by carrying out pre-planned work under the supervision of a supply teacher or cover teacher employed by the federation.

Some elements of 'specified work' are required as outlined in the Education (Specified Work and Registration) (England) Regulations 2003.

Cover supervision will include the following core elements:

- Delivering plans previously drawn up by the class teacher;
- Preparing resources, if appropriate, to support planning;
- Providing an assessment appropriate to the lesson and reporting back in line with the school's policy;
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment;
- Responding to any questions from pupils about process and procedures;
- Dealing with any immediate problems or emergencies according to the school's policies and procedures;
- Marking work after the end of the lesson and returning it to the appropriate teacher;
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

**2: Background to this Policy**
In the absence of the class teacher, when a supply teacher is known to the pupils and is also familiar with the ethos of the federation and the schools' curriculum, effective learning can continue to take place, even if cover is arranged at relatively short notice. Because of this, the federation employs three higher level teaching assistants, who will always be the first port of call for cover, if they have availability, as they will be well known to the children. In addition to this, a list of regular supply teachers used by the school is kept by the school office and if available, one of these teachers will be used. If none of the above is available, the schools will contact a supply teaching agency for cover. However, when there is an unplanned short term absence it may be necessary on rare occasions for a member of the school's teaching staff to cover lessons or for classes to be split.

**3: Cover Strategy at St John and St Nicolas Schools Federation** Following consultation, a decision has been taken to implement the following cover strategy:

- For short-term absences the school will use in-school higher level teaching assistant (HLTA) cover, to ensure continuity and a well-known person. If the HLTAs are not available, a known supply teacher will be used.
- In the event of short term unplanned absences, on rare occasions, it may be necessary for a member of the school's teaching staff or one or more teaching assistants to cover lessons. If cover of this sort is necessary, it will be shared equitably among all teachers in the school, including the headteacher. Any cover will follow recommendations from the Rarely Cover Guidance and will be in accordance with the School Teachers' Pay and Conditions Document.
- In the event of longer term absence, the school will attempt to use one supply teacher for the class, who will be responsible for the planning and delivery of the work and who will be paid accordingly.
- The headteacher will need to take account of the following key factors when deciding who will provide the cover:
  (i) The extent to which continuity of learning can be maintained;
  (ii) The length of time a particular group of pupils would be working without their timetabled teacher;
  (iii) The proportion of the total curriculum time affected in a specific subject over the course of a term.

**4: Roles and Responsibilities – Key Staff**
The Executive Head will:

- Ensure that this policy is communicated to all staff and stakeholders;
- Ensure that the quality of teaching and learning is maintained in any cover provided for teacher absence;
- Be responsible for decisions relating to the deployment of staff to provide cover for absent teaching staff;

The Heads of School will:

- Be responsible for organising all cover arrangements within the school, including ensuring that school staff 'rarely cover' other classes and that any cover that is undertaken is done equitably among all teaching staff in the school.

**5: In the Event of Difficulties**

In the event of difficulties arising during cover for absent colleagues a supply teacher should seek the support of the absent teacher's line manager.

**6: Monitoring**

The heads of school will monitor the effectiveness of this strategy on a termly basis to ensure that the quality of supervision and the pupil outcomes are such as to maintain educational and behaviour standards within the school.