

## Rarely Cover Policy

### Introduction:

We are aware of the need to continue to reduce the amount of 'cover for absent teachers' provided by our teaching staff to fulfil the objective that teachers should only ever rarely cover for absent colleagues. This policy has been developed in accordance with the conditions outlined in the school teachers' pay and conditions document and applies to all teaching staff (including the Headteacher and SLT) in the school who are not employed to provide cover.

Absence occurs when the person who has been timetabled to take a particular class or group is absent. Cover will only be required by staff for absences which are unforeseeable. This is most likely to be due to a colleague phoning in sick in the morning. Records of absence and any cover carried out will be kept by Bev Allen.

### Cover strategies:

- A calendar for the year will be published well in advance (usually in July for a September start).
- To allow trips/events etc to remain a key part of life at QEGS, there will be 'in year' variations and different timetables will be published for such events. There will be very few changes made to the calendar in order to allow Bev Allen to arrange suitable cover.
- Mel Peach is a qualified HLTA and will cover for absence where possible.
- Supply staff known to the school will be used.
- Where possible, specialist staff will be appointed for any long-term absence.
- Staff who do not have their teaching hours fully allocated will have designated lessons to be used for cover, acting as a 'floating teacher'.