



Supply Cover Policy

Date adopted	18 th October 2007	Version	2007
Last Reviewed	19-Jan-2011	Review Cycle	Three Years
Revision Ref			
Author/Owner	Personnel Committee		

1. Strategy

- 1.1 The policy of the Governing Body is that there will be supply cover for:
- Teachers with a class teaching commitment who are absent through attendance at courses or inset work;
 - Teachers with a class teaching commitment who are absent through illness or for other reasons, as stated in the *Leave and Absence Policy*;
 - In the event that the Headteacher is absent for eleven consecutive working days.
- 1.2 For planned or unexpected absences of less than *three* days, these will be covered by the following (or a combination of the following):
- Existing teacher within the school
 - Supply Teacher
- 1.3 For planned long term absences (i.e. sickness, maternity cover, etc) and for absences in excess of *three* days the school should use a qualified teacher.
- 1.4 It is the Governing Body's policy that the Headteacher will apply discretion as to whether it is appropriate for the Headteacher to cover any such absences. Any decision should bear in mind the arranged commitments of the Headteacher at any one time, and the continuity of the children's education.

2. Guidelines

- 2.1 As suggested by national guidance the Headteacher will take account of the following key factors when deciding whether 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 their designated teacher;
 - the proportion of the total curriculum time affected in a specific subject area over the course of a term.
- 2.2 Timetabled commitments of staff and contractual non-contact time should always be respected. .
- 2.3 Internal cover duties should be distributed on an equitable basis, having regard to the respective workloads of all staff. .
- 2.4 The splitting of classes should be avoided and only resorted to in exceptional circumstances.

3. Non-Teaching Staff

- 3.1 The policy of the Governing Body is that there may be supply cover for learning support assistants, mealtime assistants and administrative staff who are absent through illness and where the budget permits. Such cover would be at the discretion of the Headteacher, which may need consultation with the Chair of the Personnel Committee.
- 3.2 Supply cover for non-teaching staff who are contracted for employment with outside agencies will be within their defined policy statements and arrangements

4. Document History

Jan-11	Reviewed and re-adopted by Personnel Committee (19 th January 2011)
2.	Revisions approved by Personnel Committee (18 th October 2007)
1.1	Reformatted prior to committee review by Clerk (15 th October 2007)
1.	Legacy policy (November 2002) last reviewed 25 th January 2007