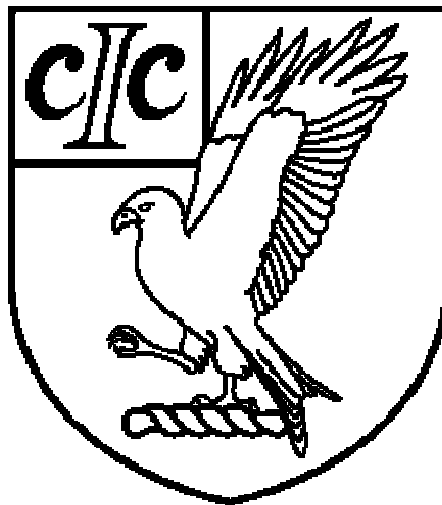


RARELY COVER POLICY

October 2010



Icknield Community College

Love Lane

Watlington

OX49 5RB

Approval & Review

Approved by:	Governing Body for the academic year 2010/2011
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Context

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable.
STPCD

A 'robust system' is one which delivers this contractual entitlement and would be expected to deal with all foreseeable events, but would not be expected to deal with unforeseeable events. When devising strategies to implement 'rarely cover' schools should bear in mind that 'rarely' does not mean 'never'.

Rarely Cover Implementation Process Guidance

'Rarely covering' is an integral part of the overall package of contractual change set out in the National Agreement, and is designed to raise standards by freeing teachers and headteachers from tasks which do not require their professional skills and expertise, and enabling them to focus on their core function of teaching and leading and managing teaching and learning.

Rarely Cover Implementation Process Guidance

Purpose

HISTORIC PATTERNS AND UNFORESEEABLE EVENTS

At Icknield Community College unforeseeable absence is where unplanned absences are greater than 3 (including Cover Supervisors) in any one day. Whatever the number of absences, school policy is to ask staff to cover only when other sources of cover cannot be found. The school will continue to look for external cover until the start of the teaching day, currently 8.30am.

Analysis of historical absence patterns indicate that between September 2008 and July 2009 teachers were absent for 1812 teaching periods, or 1.9 teachers per day. The vast majority of absence was 3 or less staff on any one day.

Where the school is notified of absence after 07:45 (please notify at 7.30) this will be treated as unforeseeable so teachers may be asked to cover as a last resort, although the school will make every effort to secure supply staff until the start of the teaching day, currently 8.30am.

Absence for medical and family reasons are rare and will therefore be treated as unforeseeable events so teachers may be asked to cover where alternative cover cannot be arranged .

ABSENCE FOR CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER SCHOOL BUSINESS

CPD absence and other school business must be approved by LT in sufficient time to provide cover without significantly impacting on the school's capacity to react to unforeseen absence.

SCOPE

Rarely cover applies to all teachers and the headteacher at a school, including teachers on the leadership spine whether on permanent, fixed-term or temporary contracts and pro-rata to teachers on part-time contracts.

The policy only covers absence from timetabled lessons.

Monitoring and Evaluation

Cover Administrator (LH)

- Monitor and analyse patterns of absence (planned and unplanned) and levels of cover
- Keep a record of the amount of cover undertaken by each teacher

Governors

- Annually evaluate effectiveness of policy