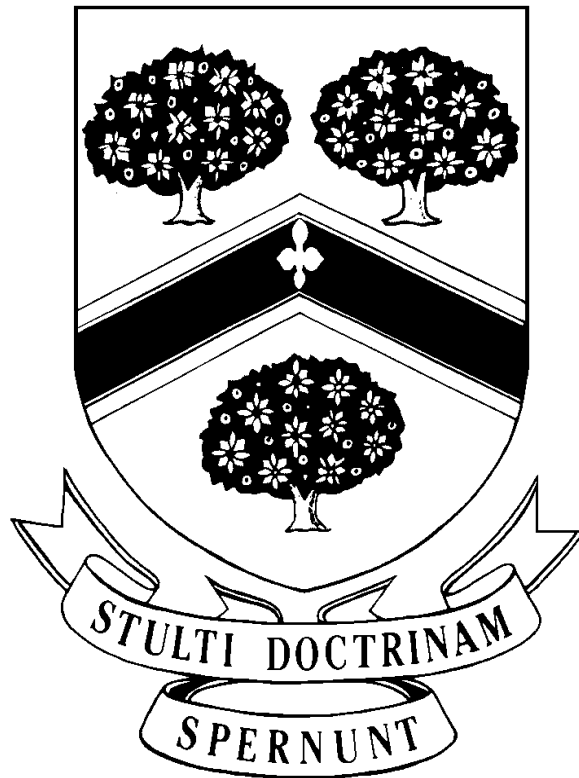


# **THORNTON GRAMMAR SCHOOL**

**A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING  
TRUST SCHOOL**



FOUNDED 1673

## **POLICY FOR COVER**

REVIEWED: NOVEMBER 2009

## **COVER POLICY**

Cover at Thornton Grammar School is carried out as fairly as possible with the best interests of staff, subject areas and students at heart.

Cover will be recorded on SIMS.net and monitored by SMT.

Cover of lessons will be done by Cover Supervisors except in an emergency situation when staff that have non contact time will be asked to be used for cover; this however, will only be on rare occasions.

### **COVER FOR CONTINUED PROFESSIONAL DEVELOPMENT**

- Cover for CPD is provided using Cover Supervisors.
- If the CPD Provider provides supply cover, this will be arranged by JTM in advance.
- Only two members of staff will be allowed out on any one day unless supply cover is provided.
- Staff must complete the appropriate forms and have permission from HOD, RJB and CET.

### **COVER FOR GCSE/AS/A2 MODERATION, HODS MEETINGS, LEA MEETINGS, PRIMARY LIAISON ETC**

- One teacher per department will be given permission to attend meetings.
- Staff must complete "out of school term" slip and return to CET with two weeks notice where at all possible.
- Cover will be provided from staff non-contact.

### **COVER FOR ILLNESS**

- If staff unable to work due to illness or an emergency, they should telephone school by **7:30am**.
- Class work for the day should **not** be left on the answering machine but sent to the HOD

### **EXAMINATIONS**

For large external examinations at KS4, A2 and AS, the school will employ assistant invigilators.

### **COVER FOR CONDITIONS OF SERVICE**

The Headteacher will use his discretion in the best interests of the staff. SMT recognise that teaching and non-teaching staff need their support and support from colleagues on such occasions. Requests for cover for personal reasons and medical problems will always be treated with confidence and respect.

## **LEAVING WORK**

Work must be left for students.

The work set must be an appropriate level for the group and enable them to work all lesson with the minimum input from the cover teacher.

If the absence is for more than two days it is advisable to leave a copy of work with the HOD.

Staff covering should also ensure that the work left is completed to a high standard.

## **OTHER DOCUMENTS (available on the Public Drive)**

- Teachers' Conditions of Service
- Managing Sickness Absence Policy and Procedure

## SCHEDULE

	<b>Reason for Absence</b>	<b>Maximum Period of Absence (School Days)</b>	<b>Where with or without pay</b>
1.	Death of member of immediate family	2 days (with extra travelling time of up to 3 days if necessary) Remainder	With pay Without pay
2.	Wedding of member of immediate family* Wedding of member of family (other than immediate)	1 day 1 day	With pay Without pay
3.	Holiday of wife, husband or child	10 days	Without pay
4.	Jury Service	(see 9.5.3.)	
5.	Attendance at interviews:  (a) Posts connected with education  (b) College or University  (c) Others	The Council to retain discretion  Up to two colleges (max of 3 days in total)  As necessary	With pay With pay Without pay
6.	Attendance at meetings of Examiners for GCSE or other approved examinations	As necessary	With pay
7.	Attendance at courses (and for examination study and for examination) approved by the Council	As necessary	With pay
8.	Other examination leave and study (not directly related to the teacher's job)	As approved by the Council on the recommendation of the Headteacher	With or without pay
9.	Attendance at annual camp as volunteer member of TAVR and the like where this is clearly unavoidable	Up to 5 days Remainder	With pay Without pay
10.	Attendance at a Religious Ceremony or observation of Religious Festival which the Teacher is under moral obligation to attend or observe by reason of his/her membership of, or office in, a Church or Religious Order	Up to 3 days per year	With pay

**SCHEDULE**

	<b>Reason for Absence</b>	<b>Maximum Period of Absence (School Days)</b>	<b>Where with or without pay</b>
11.	Removal of Home (a) Teacher joining this Authority  (b) Teacher moving house within the district	1 day and up to a further 2 days for travelling at the discretion of the Headteacher  1 day	With pay  With pay
12.	Representatives of Trade Unions attending Annual Conferences and taking part in formal consultations with representatives of this Authority or at National or Provincial level	(see Appendix 3)	With pay
13.	Illness of member of immediate family	2 days	With pay
14.	Hospital attendance:  (a) Self (b) Immediate family with the exception of grandparents and grandchildren	1 day 1 day	With pay With pay
15.	Attendance at University Graduation Ceremony etc. where self or member of immediate family is receiving a Degree, Diploma or Certificate.	1 day	With pay
16.	Other urgent or private family business	Up to 1 day	With pay
17.	Attendance of husband at birth of his child	Up to 2 days at discretion of Headteacher	With pay

**NB:** This leave is only applicable to a teacher who does not qualify for 10 days paternity leave. See para 9.3.

**NB:** For the purpose of this scheme “immediate family” shall include:-

Wife	Father	Mother-in-law	Partner
Husband	Brother	Father-in-law	Stepfather
Son	Sister	Grandmother	Stepmother
Daughter	Guardian	Grandfather	Stepbrother
Mother	Ward	Grandchild	Stepsister
			Stepchildren

\* Immediate family here does not include: Self, Parents-in-law, Grandparents, and Grandchildren

Policy Name: POLCOVER.DOC

Person Responsible: CET

Date: NOVEMBER 2009