



Bungay High School...

Cover Policy



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Opportunity and Excellence for All





Cover Policy

1. Context

Schools across England and Wales will implement a strategy that ensures teachers will rarely be required to cover for absent colleagues. There is no definition of what constitutes 'rarely cover'. However, a reasonable interpretation could be: "rarely cover should mean not at all under normal circumstances".

2. Understanding Rarely Cover

We at Bungay High School have been working towards reducing the hours of cover provided by teachers. Our average cover per person during 09/10 has been 4.3 hours. The BHS view of rarely cover is:

- Providing lesson cover in an emergency situation where not doing so puts the health, safety and well being of students and/or staff at risk.
- Exceptional absence of staff that cannot be pre-determined (outside the analysis of trends e.g. staff illness).
- When all the school's strategies for providing cover for absent teachers have been exhausted (all cover supervisors, staff deployed, regular supply staff deployed and no agency supply teachers available).

3. Benefits of Well Planned Cover Strategies

Stakeholder	Benefits
Pupils	<ul style="list-style-type: none"> • Consistent approach from staff in terms of behaviour management • Staff are familiar with the ethos and routines of the school • Students are more likely to be in receipt of properly planned work during cover lessons • Properly planned work will contribute to student progress
Teachers	<ul style="list-style-type: none"> • Appropriate use of teachers' time • Reduction of teacher absence and turnover • Improved morale and work life balance • Enables teachers to use non-contact time in the way they have planned to use it
Support Staff	<ul style="list-style-type: none"> • Greater variety of support staff roles in school • Improved career progression for support staff • Opportunities to train and move into teaching
School Leaders	<ul style="list-style-type: none"> • School leaders have time to focus on leadership and management and strategic activity rather than stepping in to deliver cover • Headteachers have better opportunity of achieving their dedicated time • A proactive plan in place for cover management • Teachers are able to focus on their professional responsibilities • Reduction in time spent on crisis management
Standards	<ul style="list-style-type: none"> • Improved monitoring of the content of planned work during cover lessons • Planned work is more likely to link to the curriculum and programme of teaching and learning
Budget	<ul style="list-style-type: none"> • Costs of cover supervisor employment can be planned for in advance • Teacher supply costs reduced



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4. BHS Cover Policy

At BHS, we are aware of the need to continue to reduce the amount of cover for absent teachers provided by our teaching staff to fulfill 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 2008 and applies to all teaching staff in the school that are not wholly or mainly employed to provide cover. The Policy was introduced in September 2009.

5. Specific Conditions of Cover

- BHS recognises that providing cover is not an effective use of a teacher’s time.
- BHS is committed to exhausting all other reasonable strategies for providing cover before having to ask a member of the teaching staff.
- BHS will maintain a record of cover undertaken by teachers to inform planning and monitoring.
- The guaranteed PPA time of teachers at a school forms part of the legal conditions of employment so cannot and will not be used for cover
- The OME (Office of Manpower Economics) Teachers’ Workload Survey of 2008 reports the following average levels of annual cover of teaching staff in schools:

OME Cover Figures 2008 (annual hours)	Headteacher	Deputy Head	Classroom Teacher
Primary	26.2	19	11.4
Secondary	7.6	19	22.8
Special	-	-	19

Where the need for cover is identified, we will deploy the following resources:

- Supply/cover teachers
- Cover supervisors

The Headteacher will take account of the following key factors when deciding to use cover supervisors:

- The extent to which continuity of learning can be maintained
- The length of time a particular group of students would be working without a teacher
- The proportion of the total curriculum time affected in a specific subject area over the course of the term

When members of support staff are deployed, they will always do so under the direction of a qualified teacher.



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6. Policy Monitoring and Evaluation

A member of SLT will monitor the effectiveness of these strategies for providing cover on a termly basis to ensure that the quality of supervision and student progress and behaviour are as required and that rarely cover is achieved.

7. Policy Review

The headteacher and school governing body will carry out a review of this policy on an annual basis. The review will be informed by termly monitoring reports.

S O'Neill, Headteacher	Z Sprake, Governors	A Beeton, NASUWT	L Dotterill, NUT	K Mannion, PAT	K Hubbard, Unison	S Cranmer ATL
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