



RARELY USED COVER

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

STCP

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 head teachers 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

Historic Patterns and Unforeseeable Events

Analysis of historical absence patterns are carried out annually. At Cumberland School unforeseeable absence is where unplanned absences are greater than 2 in any one day., based on historic absence patterns. When the school is notified of absence, after 7.40am on the day of absence, this will be treated as unforeseeable so teachers may be asked to cover as a last resort. At Cumberland School we will plan for, on average, two unplanned absences per day based on the schools historical context. This will be kept under constant review.

Absence for medical and family reasons are rare and will therefore be treated as unforeseeable events so teachers may be asked to cover as a last resort.

In-Year Variations To The School Calendar

Where the timetable is collapsed for groups of pupils (i.e. off timetable events / educational visits) and this has been included in the calendar (in advance of the event) teachers who normally teach these groups may be reassigned to teach other groups.

The school will aim to plan all trips at least one term in advance and make appropriate amendments to the calendar.

Absence For Continuing Professional Development And Other School Business

All CPD absence should be funded. Where this is not possible, staff will be required to check whether leave of absence has had to be withdrawn.

Who Does this Policy Apply To?

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

Gained Time

Cover is not an effective use of a teacher's time and teachers, including headteachers, should be required to cover only rarely. It would not be appropriate to use 'gained time' for the purpose of providing cover for absence. However, gained time may be used for the following purposes:

- Developing/revising departmental/subject curriculum materials, schemes of work, lesson plans and policies in preparation for the new academic year. This may include identifying appropriate materials of use by supply staff and/or cover supervisors;
- Assisting colleagues in appropriate, planned team teaching activities;
- Taking groups of pupils to provide additional learning support;
- Supporting selected pupils with coursework;
- Undertaking planned activities with pupils transferring between year groups or from primary schools;
- Where the school has a policy for all staff to release them for CPD during school sessions, gained time may be used for such activities.

Schools can review and revise their timetables during the year if there are significant changes (for example a long term absence or a significant educational development). If this becomes necessary it will be done well in advance and following consultation with staff and union representatives. Changes to the calendar should be for sound educational reasons and should not be a frequent occurrence.

Where a decision to grant leave is at the discretion of the Headteacher, the impact on cover will be a determining factor. Please see the LAs 'Leave for Teachers' Policy.

Cumberland School is committed to reducing the burden of cover to an absolute minimum.