



**COLD HARBOUR**  
C of E Primary School

# Rarely Cover Policy

<u>Presented to..</u>	<u>Date</u>	<u>Signature</u>
Senior Leadership		(Head)
Staff Team		(Head)
Governing Body		(Head) (Chair)

**Review Date:** \_\_\_\_\_

# Cold Harbour CE Primary School

## Policy Ethos Statement

Ensuring that our children have every opportunity to develop the confidence and capacity to become successful, lifelong learners is a key task for us.

Cold Harbour is a school committed to 'Growing, Learning, Achieving Together' with strong Christian values underpinning this.

- ✓ **Growing** in confidence, faith, personal awareness and ability
- ✓ **Learning** in creative, fun, technologically assisted and investigative ways
- ✓ **Achieving** as individuals, teams and as a whole school community across a diverse range of opportunities
- ✓ **Together** through our shared Christian values of tolerance, faith, guidance, respect and nurture.

This policy will clearly define how the procedures and opportunities in school will enable all children to achieve our key aims.

'Do all the good you can,  
By all the means you can,  
In all the ways you can,  
In all the places you can,  
At all the times you can,  
To all the people you can,  
As long as ever you can.'

(John Wesley)

## **Introduction**

We are aware of the need to continue to reduce the amount of cover for absent teachers provided by our teaching staff to fulfil 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.

Our school is committed to introduction of the 'rarely cover' condition by September 2009.

## **Specific Conditions of Cover**

- Our school recognises that providing cover is not an effective use of a teacher's time.
- Our school is committed to exhausting all other reasonable strategies for providing cover before having to ask a member of teaching staff.
- The school will maintain a record of cover undertaken by teachers to inform planning and monitor.
- 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 covering absent colleagues.
- Where the need for cover is identified, we will deploy the following resources (delete as appropriate):
  - o Supply/cover teachers
  - o Cover supervisors
  - o HLTAs

The head teacher and assistant head teacher will take account of the following key factors when deciding to use cover supervision:

1. The extent to which continuity of learning can be maintained;
2. The length of time a particular group of pupils would be working without a teacher;
3. The proportion of the total curriculum time affected in a specific subject area over the course of the term.

Where members of support staff are so deployed they will always do so under the direction of a qualified teacher and will be subject to the regulations made under section 133 of the 2002 Education Act and accompanying guidance.

## **Policy Monitoring and Evaluation**

Members of the senior leadership team 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.

## **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.