



## THE CRYPT SCHOOL COVER POLICY

Lead Person: Headmaster

Governing Body Committee: RSP

Following consultation with all members of the teaching staff and their Professional Association Reps, the following approach to covering lessons for absent colleagues has been agreed.

### 1. Background

Currently, a full-time member of staff is allocated 43 periods out of 50 on a fortnightly basis. Post-holders receive additional time allowances in relation to the role they perform.

### 2. Covering lessons

If a full-time member of staff is not timetabled for their full 43 period loading, then the surplus periods will be used either to help supervise VI Form supervised study and/or to cover lessons for absent colleagues.

Teachers will also be available to cover lessons for:

- planned absences by teaching staff (full-time staff would be available to cover for planned absences for 60 minutes of cover per fortnightly cycle [part-time staff are allocated on a pro-rata basis])
- absent colleagues, if a teacher is freed from teaching by a trip taking place which results in a cancelled lessons for example
- emergency (or unplanned absence) cover

### 3. Long-term cover and PPA time

We would continue to use agency teachers to cover for long-term absences and PPA time would be protected.

### 4. Cover Supervisor

The School will continue to employ one full-time cover supervisor.

NC Dyer

**Headmaster**

Approved by Full Governors

December 2017

Review – annually

Review December 2017 (no changes)