

## Rarely Cover Policy

The Crypt School is required to have a robust system in place to ensure that teachers cover only rarely from 1<sup>st</sup> September 2009. Following consultation, the following policy has been agreed:

1. Teachers will only cover "rarely" at The Crypt School, as required by the School Teachers' Pay and Conditions Document.
2. It is recognised that "rarely" does not mean "never" cover. No teacher at the Crypt will be asked to cover for a foreseeable absence. "Rarely cover" at The Crypt is most likely to mean teachers being asked to cover for a colleague on the first day of an absence for an unforeseeable reason such as illness, car breakdown, and so forth.
3. The school will endeavour to ensure that no teacher is asked to cover for an unwell colleague after the first day of absence. A possible exception might be where the colleague expected to return to work but was unable to and at short notice alternative arrangements were not possible.
4. The school will from time to time "re-timetable" weeks, including activities week and exams week, which will enable a range of enrichment and educational activities to take place. The specific timetable for each week will be published in advance. Teachers may in these weeks find themselves allocated to different classes and activities, which will not count as "cover."
5. Amounts of cover will be published annually to demonstrate that the school is meeting the requirements of "rarely cover" and will be presented to Governor's Staff and Pay Committee by staff governors.
6. The Assistant Head will need to "gate keep" diary arrangements more vigorously to ensure that planned cover requirements can be met by the arrangements the school has put into place. This will require a limit upon the number of teachers who can be permitted to be absent on a given day. Requests for absence will need to be made as far as possible in advance, and at a minimum, two weeks in advance.
7. Cover costs for school trips have hitherto been largely borne by the school. Trips will need to be self financing from 1<sup>st</sup> September 2009, following the "Charging Policy." This is likely to mean that we ask for increased voluntary contributions from parents. This does not apply to trips which are a requirement of an examination syllabus or programme of study. The Headmaster has the discretion to use school fund to support worthwhile educational trips where the cost of cover for staff would make them prohibitive otherwise.
8. Cover for staff engaged on other professional activities must be paid by the activity or by the member of staff. For example staff engaged on examiners duties must ensure that their costs are covered by the exam board. A Head teacher engaged on SIP duties must pay for the cost of supply cover from the remuneration received for undertaking such duties.
9. The school has hitherto been able to approve reasonable requests for absence during the school day, such as to attend a doctor's or a dentist's appointment. Rarely cover means that the school will not be able to accommodate such requests for absence in future. Approval will only be possible for emergency appointments, and for appointments with consultants that cannot be rearranged for another time.

10. There has been an enormous increase in meetings during the past decade, with a myriad of advisors visiting schools, and teachers asked to commit substantial time to external training. INSET is valuable, and it should have a demonstrable impact on teaching and learning. The rarely cover agenda will force us to examine these requests for absence more carefully. It is difficult to quantify the effect and impact of these meetings, balanced against the time taken away from teaching. INSET requests should in the first case be prioritised from Performance Management review and planning meetings.

#### **Arrangements for 2009-2010**

- The school has budgeted for the employment of two cover supervisors, employed from the summer term of 2009. An induction programme has been put into place to ensure that they will be fully equipped to cover classes from 1<sup>st</sup> September 2009. Cover supervision will only be used for short term absence. Long term absence will be covered by a qualified teacher.
- In addition the school has budgeted an additional £10,000 for 2009-2010 for supply budget. This is further augmented by two teachers whose contractual arrangements enable them to provide a degree of additional “floating” cover outside of the restrictions of the rarely cover agenda. This “floating cover” is only budgeted for the 2009-2010 academic year, to ease the transition to rarely cover.