



ROEDEAN MOIRA HOUSE STAFF ABSENCE AND COVER POLICY 2018-19

POLICY STATEMENT

Roedean Moira House is committed to providing the highest quality service and education.

The school will manage sickness and other absences effectively, and in accordance with its policies, in such a way that provides appropriate support to staff but also ensures minimal impact of staff absence on the students' and pupils' progress and wellbeing.

AIMS

1. Develop procedures for covering absences.
2. Develop procedures for short-term cover.
3. Develop procedures to cover for medium and long-term absences.
4. Roedean Moira House must analyse its historical patterns of absence to ascertain both the main causes of absence, which have triggered the need to cover and the impact of such absence on pupils' education.
5. To ensure the system for managing cover is robust and fair.
6. Where a staff member's workload falls short of the agreed allocation, he / she can be expected to cover additional duties.

DEFINITIONS

- Absence - Absence occurs when the person who has been allocated a specific duty is absent. The type of absence could be for a variety of reasons, including internal and external activities (e.g. inset, educational visit) as well as sickness or medical appointments.
- Cover - The need for cover arises when the member of staff is absent from a duty they have been allocated.
- Gained time & Educational Visits - Where staff are released from their duties as a result of pupils' absence or examinations, such time is known as "Gained time".

Staff may be directed by the Principal / Senior Leadership Team / line manager to use gained time to undertake other activities. For academic staff, these would be relevant to teaching and learning and could include:

- 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 for use by cover teachers;
- Assisting colleagues in appropriate, planned team teaching activities
- Taking groups of students or pupils to provide additional learning support;
- Supporting selected students or pupils with coursework;
- Undertaking planned activities with students or pupils transferring between year groups or from primary schools;
- Attending training sessions.

POLICY FOR COVERING FOR STAFF ABSENCE

1. To ensure the system for managing cover is robust, the school will publish a calendar for each school year following consultation with staff; this will be available from the White Book and Key Dates at the beginning of each academic year. The School may need to review/revise its timetable and rotas during the year, and from year to year, in light of significant changes (e.g. a

long term absence). Any such revisions will be planned well in advance and will not be a frequent occurrence. Students' and pupils' standards are paramount.

2. Any planned absence for staff (academic and support) must be requested by filling in a Staff Absence Request Form (Appendix 1), to be passed on to the line manager and the Principal for approval.

3. For unplanned absences, absent staff (academic and support) must call the cover mobile phone between 7.00am and 7.30am and speak directly to the Business Manager, giving their name, the reason and the length of their absence and to which line manager work has been emailed.

4. Absent staff must email all cover work to their line manager; in the absence of the line manager, absent staff should email another designated member of their department. However, for planned absences, the member of staff should have printed the relevant work for the cover staff, organised it in the relevant venue and emailed a copy to their line manager the day before the absence.

5. Whenever possible, the staff absence list and the cover rota for the day will be put up inside the staff room and on the pupils' cover noticeboard by 8.00am; it will also be available on 3Sys. All staff are expected to check the cover rota every morning, be on time for their cover duties, and follow the information given on the cover board. Should a member of staff have another commitment (e.g. meeting, observation) when asked to cover a duty but did not inform the Cover Coordinator through the Planned Absence / Cover Request form, the member of staff is expected to arrange for another member of staff to do the cover and inform the Cover Coordinator of any changes.

6. For unplanned absences occurring in the middle of a shift, absent staff (academic and support) must report to a member of the Senior Leadership Team in person for approval, stating the reason and the length of their absence and to which line manager work has been left with. The Business Manager will then be informed and organise cover.

7. On the day of their return to work from any absence, all employees must complete the "Notification of reason for absence" form (Appendix 2) and return this form to the Principal's PA.

8. Lesson cover:

a. The cover rota is drawn from the information on teachers' timetables on PASS. If any of this information is inaccurate, it is the responsibility of the teacher to inform the Assistant Head who will update the timetable accordingly.

b. No group of students should be relocated to a different classroom, unless previously arranged with the Cover Coordinator. All covered lessons will be managed in such a way that all students and pupils continue their learning. It is expected that where the absence is planned, teachers will provide details of the work to be undertaken by students or pupils during cover lessons. In the absence of this, and in the cases of unplanned absence, such information will be provided by the relevant Head of Faculty or Head of Department. Heads of Faculty must ensure that work set will be relevant to the age group and the point the students or pupils have reached in the curriculum to assist with continuity. Work set for unplanned absences will be printed and placed in the relevant classroom(s) by Heads of Faculty or by the designated member of the Faculty.



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c. Absences are to be covered using appropriately qualified staff; this will be carried out by staff appointed to posts at the appropriate level.

Cover will be undertaken only by staff:

- who have been assessed as competent to undertake the role;
- for whom all relevant employment safeguarding checks have been undertaken;
- who have been inducted into the school's policies and procedures, particularly safeguarding, child protection, behaviour management and health and safety.

Support staff with specialist skills and knowledge (e.g. Subject Technicians) may provide cover for absent teachers on a short term basis, subject to consultation with the Principal.

Teaching assistants are not used to cover lessons when the class teacher is absent.

d. The school will expect cover teachers, wherever possible, to engage in active teaching during cover lessons. Cover teachers and other staff providing cover will be expected to:

- supervise whole classes or groups during lesson time, and take a register;
- deliver provided lesson plans and give instructions for the lesson as provided;
- maintain good order and keep pupils on task to ensure a constructive environment;
- respond to general questions from students and provide general feedback to the teacher/Head of Department/Head of Faculty as appropriate;
- dealing with any immediate problems or emergencies according to the school's policies and procedures;
- collecting any completed work after the lesson and returning it to the appropriate teacher;
- reporting back as appropriate using the school's agreed referral procedures on the behaviour of students or pupils during the class and any issues arising.

In the case of medium/long term cover, the cover teachers will be appointed at the discretion of the Principal and will be expected to undertake 'specified work' i.e. planning, preparation, delivery, assessment, recording and reporting.

e. All staff providing long term cover will be given an appropriate and proportionate allocation of time to undertake:

- liaison with other staff and giving feedback;
- providing written feedback and completion of other relevant paperwork;
- planning, preparation and assessment where appropriate.

In the case of teachers this is addressed through an allocation of directed time.

f. To fulfil its commitment to ensure the short, medium and long term quality of teaching and learning for all its students, pupils, the school will record, monitor and evaluate cover as follows:

- the overall amount of cover required (planned and unplanned);
- the number of individual teachers' lessons requiring cover;
- the number of lessons covered in each year/subject group;
- the number and quality of lessons covered by each qualified teacher and other staff;
- all those providing regular and/or medium/long term cover will be observed on a regular basis and will be required to follow all school's policies and procedures.



Appendix 1

Staff Absence Request Form

Staff Member:	
Department:	
Date and time of requested absence:	
Reason for absence:	

Support Staff

Working hours needing cover	Duties to be covered	Venue	Cover organised	Additional notes

Academic Staff

		Subject/ Year/ Group/ Set	Room	Cover needed? ✓/X	Details of cover arrangements made
8:25am - 8:30am	Registration				
8:30am - 8:50am	Form time / Prep time / Assembly				
8:50am - 9:50am	Lesson 1				
9:50am - 10:50am	Lesson 2				
10:50am - 11:10am	Break				
11:10am - 12:10pm	Lesson 3				
12:10pm - 1:10pm	Lesson 4				
1:10pm - 2pm	Lesson 5				
2pm - 3pm	Lesson 6				
3pm - 4pm	Lesson 7				
4pm - 4:15pm	Break				
4:15pm - 5:15pm	Lesson 8				
Additional duties					

Please hand this form to the Cover Coordinator as early as possible and submit cover work to your line manager the day before your absence.

Staff member's signature: _____ Date: ___/___/20__

Line Manager(s): Approved / Not Approved Signature: _____ Date: ___/___/20__

Principal: Approved / Not Approved Signature: _____ Date: ___/___/20__



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Appendix 2 Notification of reason for absence form

For all absences (planned or unplanned), please complete the following information and return this form to HR on the day of your return from any absence.

Employee Name:	
Department:	
First day of absence (DD/MM/YYYY):	
Last day of absence (DD/MM/YYYY):	
Number of working days taken:	Self-certified Certified
<p>Reason for absence (please circle which applies to this absence):</p> <ul style="list-style-type: none"> • Sickness (please give further details) • Medical Appointment GP Consultant/Hospital • Optical appointment • Dental appointment • Emergency care for child or relative • Compassionate leave • Jury Service • Other (please specify) 	<p>Day or Half day am/pm Times (please circle whether day/half day and give details of times if part of a day)</p>
Notified to:	Date:
Cover was required	YES/NO
Employee signature:	Date:



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Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019