



## Lapworth CE Primary School



### Policy for Supply Cover

#### Introduction

At Lapworth CE Primary School we believe firmly in the right of every child to receive a high quality education. This means that should the appointed class teacher be absent from school for planned or unexpected absences of less than three days, these will be covered by the following (*or a combination of the following*):

- **Supply Teacher**
  - **Teacher employed within the school specifically for cover**
  - **Support Assistant – Higher Level**
  - **Cover Supervisor**
  - **Existing teacher within the school (within their 38 hour annual limit)**
- For planned long term absences (i.e. sickness, maternity cover, etc) and for absences in excess of 3 days, the school should use a qualified teacher (*who may or may not be a supply teacher*).
  - In some circumstances the school may find it necessary to split the class between other classes/year groups within the school. However all cover provided by teachers for absent colleagues counts towards their 38 hour annual limit.

As suggested by national guidance the Headteacher will take account of the following key factors when deciding whether to use cover supervision:

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

#### In the Event of Difficulties

In the event of difficulties arising during cover supervision, the person providing the cover supervision should seek the support of the supervising teacher. National guidance suggests that when cover is being provided by a Support Assistant – Higher Level to release teachers for PPA, they should use the school's usual referral system in the same way as a qualified teacher would in the case of an emergency. A teacher who is on PPA time must be treated as not available and their PPA time must not be encroached upon.

#### Line Management

Support staff may work under the supervision and direction of many teachers within the school or the key stage to which they have been assigned, however each member of the support staff will also have a designated line manager.

**Communication**

The school will endeavour to keep parents and Governors and all other stakeholders up-to-date with its Cover supervision arrangements.

**Monitoring and Reviewing this Policy**

Nominated members of the school's Senior Management Team (the headteacher and deputy headteacher) will monitor the effectiveness of this strategy on a termly basis to ensure the quality of supervision and pupil outcomes are maintaining educational and behaviour standards in the school. The school's SMT will carry out an annual review of this policy. The review will be informed by the termly monitoring reports of the nominated members of the SMT.

A system is in place within the school for recording and monitoring the cover undertaken by the school's existing teachers, to ensure that it does not go above the annual limit, as agreed in the school.

**Performance Management of Support Staff**

Lapworth CE Primary School is fully committed to continuous improvement and professional development of all staff.

Support staff will be part of the school's on-going annual appraisal process. Identifying future training and development needs will be an important part of the performance management process.

This policy will be reviewed at any time on a request from the governors, or at least once every three years.

**Signed:**

**Date:**