



King James's School Federation
POLICY STATEMENT
Cover Protocol

Policies last reviewed (date)	October 2024
Next policy review due (date)	October 2026
Staff Lead	Director of Business Services

MISSION STATEMENT:

The School intends to follow the attached protocol in relation to cover from September. Union representatives have been consulted. Staff wishing to make further comments should do so via the relevant union representative.

Significant revisions since the last review:

This document was reinstated October 2024 and has been updated to reflect the current protocol of the school.

The following protocols will assist the school in meeting the demands of the Workforce Agreement Monitoring Group report of May 2009.

1. Teaching staff will not be required to cover for planned events. Planned events include:
 - a. Colleagues attending planned (diarised) professional meetings and professional development opportunities¹.
 - b. Scheduled trips and visits for both syllabus requirements and enrichment².
 - c. A foreseeable level of sickness absence and absence for personal reasons. (see below).
2. The school will consider the historic level of teacher sickness absence and will provide cover on a daily basis up to the median expected.
3. Teaching staff will be required to cover for levels of sickness absence, absence for personal reasons and compassionate leave, which are above the historic pattern of absence described above.
4. Cover supervisors, cover teachers and supply staff will be deployed, according to their contracts, to deliver all cover for planned absence. In addition, the school will plan for additional non-teaching cover to cope with the average sickness absence.
5. There will be in-year variations to the teaching timetable. For some planned events there will be an alternative timetable drawn up at least one week in advance. The named teacher on the new timetable will be responsible for setting the work and delivering the lesson.
6. Cover supervisors will not be required to undertake long term cover. If the school believes that a teacher absence will go beyond three days then these medium and long term absences will be covered, where possible, by a fixed term appointment or a supply teacher. This teacher will be a subject specialist wherever possible.
7. Teachers will provide cover work when they are absent for any planned absence and, where it is practical, for any short period of illness. There is standard cover sheet which should be used.

¹ An unplanned event is something other than staff sickness absence which arises after the start of the school day.

² The School does not permit school trips of a holiday nature (e.g. ski trips) to take place during term time. Staff planning such trips are advised to check with the Headteacher before making arrangements for trips which may be deemed social trips.

Cover Protocol: Planned Events		
Event	Arrangements	Notes
House cross-country	Re-timetable	Released teachers will assist PE staff with the event
DofE expeditions	Planned Cover (not teachers)	
Music/Drama rehearsals	Planned Cover (not teachers)	
Year 12/13 mock exams	Re-timetable	Released teachers will cover mock exams
Functional Skills exams	Planned Cover (not teachers)	
UCAS Days	Planned Cover (not teachers)	
Sixth Form Taster Day	Planned Cover (not teachers)	Departments to organise taster sessions delivered by staff with minimum impact on cover.
Year 6 Induction Days	Planned Cover (not teachers)	
Languages Speaking exams	Planned Cover (not teachers)	
Art/DT Mock Exams	Planned Cover (not teachers)	
Sports Fixtures	Planned Cover (not teachers)	
Field and educational trips	Planned Cover (not teachers)	
Maths Challenges		
Leavers/end of key stage assemblies	Re-timetable	Released teachers will cover lessons to classes where the normal teacher is a tutor attending the event
Year 11 English Walking/Talking Mock Exams	Planned Cover (not teachers)	
UCAS Exhibition	Planned Cover (not teachers) & re-timetable	Released teachers will cover lessons to classes where the normal teacher is a tutor attending the event
Christingle	Teachers accompany classes	
Whole year enrichment events	Re-timetable	Released teachers will cover lessons to classes where the normal teacher is a tutor attending the event