

Title: Cover Arrangements – Primary **Number:** D2 **Date:** Jan 2011 update

1. In a primary school where a member of staff is absent for whatever reason it is normally expected that a 'Supply Teacher' will be employed.
2. Where a 'Supply Teacher' is employed to cover an absence, the Headteacher may wish to reorganise the day's Reduction in Class Contact Time (RICCT) to minimise the portion of the day for which the Supply Teacher is employed e.g. move the absent teacher's RICCT to the end of the day). Unpaid gaps must not appear in the 'Supply Teacher's' day.
3. In circumstances where absence of a teacher(s) is not due to illness or where permission for absence is mandatory (e.g. the death or illness of a near relative) then permission for absence should only be given if 'Supply Cover' is known in advance to be available.
4. If a 'Supply Teacher' cannot be found or the chosen 'Supply Teacher' is unable to fulfil his/her booking then Headteachers or those members of staff delegated to organise cover for absent teachers should cover the absence as set out in numbers 5 – 8 below.
5. If the absence is not due to illness or where there is no mandatory entitlement to leave, consider cancelling the permission given for the absent teacher to be out of school. In which case the reason for bringing in a 'Supply Teacher' no longer exists. This will sometimes involve cancelling previously given permission to be absent for personal reasons.
6. If it is not possible/ practicable/desirable to cancel the permission for a teacher to be absent or the absence is due to illness or another unforeseeable emergency and a 'Supply Teacher' cannot be found then the Management Time of staff including the Headteacher should be used to cover the absence. This reduction of management time should be 'repaid' as soon as possible thereafter by employing a 'Supply Teacher' when the absent member of staff has returned.
7. If Management Time cannot be used to cover or part-cover the circumstances outlined in no 5 above then other members of staff's RICC Time may be used but this must be repaid as soon as possible thereafter again by employing a 'Supply Teacher' when the absent teacher has returned or a second supply teacher if the member of staff has not returned. This should be achieved preferably within the same working week or failing this during the following working week.
8. If no arrangements can be made to cover absent staff by implementing the above regulations then the Local Authority should be contacted as soon as possible for advice. This advice may include using a Peripatetic Learning Support Teacher and other peripatetic teachers – if available including those in other schools.
9. As a last resort it may be necessary to send children home but this can only be a last resort due to our legal obligation to educate children for 195 days per year.