

De La Salle College



Arrangements for Cover Policy

Compiled by: The Head Master	Date: July 2014
Policy Holder: John O'Brien	Revision date: July 2017

The basic principles behind this process are:

1. John O'Brien needs to be informed personally of proposed absences/cover requests.
Telephone: 07797 831742 E-mail: j.obrien@dls-mail.co.uk

In the event that J O'Brien is absent, please contact a member of SMT.

2. A maximum of only 2 persons on any one day on Inset, trip, visit, etc. and/or personal reason. If a supply teacher cannot be engaged for INSET then it is unlikely to be sanctioned. Teaching staff will normally only be used to cover illness, etc. (This will not apply to Activities Week or Project Trident visits). Teaching staff can be expected to cover absent colleagues for a maximum of 38 hours a year (unless they are employed for a part of their timetable as cover staff).
3. John O'Brien reserves the right to cancel INSET or other activities, if too many staff are absent for unavoidable reasons.

THE PROCESS:

ANY COVER REQUEST INVOLVES THE COMPLETION OF A "COVER REQUEST FORM".

Route 1: Professional Reason

- a) Trips, visits, INSET etc. have to be approved by Jason Turner.
- b) Cover request to be discussed with Jason Turner.

Route 2: Personal Reasons

- a) The ESC guidelines overleaf are used to determine whether periods of absence can be approved by Jason Turner.

In cases of anticipated absence (e.g. INSET) a supply teacher will normally cover the classes. It is the responsibility of the teacher to ensure that where anticipated absence is involved, that any supervision duties are exchanged with a colleague.

The teacher who is on INSET must leave with John O'Brien the following information for each class:

1. Work to be completed in the lesson
2. Names of staff providing cover for duties

HODs are responsible for setting work if a member of staff is too ill to do so.

ESC GUIDELINES FOR LEAVE OF ABSENCE

The information below does not indicate an entitlement but indicates what may be granted by the Headmaster subject to the needs of the service. Any deviation from the above minimum limits can only be granted by the Headmaster.

Absence	Paid	Not Paid	Refuse	Maximum Period
COMPASSIONATE				
Funeral of close relative	X			5 days
Funeral of a close friend	X			1 day
Illness of a family member	X			5 days
Continued illness of a family member		X		As agreed
MEDICAL/DENTAL APPOINTMENT				
In Jersey during work time	X			As agreed
Out of Jersey teacher or close friend	X			2 days
PUBLIC SERVICE				
Jury			X	Exempt
Service on Committees		X		As agreed
TA annual training camp	X			10 days
Educational lectures	X			As agreed
WEDDINGS				
Immediate family	X			2 days
Friends			X	
MOVING HOUSE	X			1 day
GRADUATION CEREMONY				
Immediate family	X			2 days
INTERVIEWS	X			As agreed
OUT OF ISLAND VISITS				
First day absence due to weather conditions	X			paid
Travel not corresponding to school holiday			X	
Prize holidays			X	
Accompany spouse on a trip			X	
RELIGIOUS AFFAIRS				
Attend religious ceremony required by religion	X			2 days
Study tour/Pilgrimage			X	

Ordination of Immediate family	X			2 days
Participate in religious event as delegate		X		2 days
SPORTING/MUSICAL EVENT				
Represent Island/national/ local/ International	X			3 days

COVER REQUEST FORM

NAME:	
Date(s) requested:	Date presented:

REASON (1): PROFESSIONAL	REASON (2): PERSONAL
e.g. Inset, Trips, Guest speakers, Speaking tests	
Brief description:	Brief description:
Department:	
Year Group:	
Location:	
Duration:	Duration:
Headmaster's Approval: (signature)	
Date:	

- Please remember, it is your responsibility to arrange a replacement for any "duties".
- Once "cover" is agreed, it will be necessary for you to complete Cover Sheets to indicate the periods, classes and duties affected.

COVER WORK:

The following is presented as a method of making things easier for “covering” colleagues to access the work for a given class, and to free the notice board for staff-wide information.

- **Individual lesson plans, worksheets, etc. for a specific lesson**
(not a whole day’s work on one sheet)
- **Individually presented in a separate pack (a plastic wallet), with a clearly and appropriately labelled top sheet (e.g. the attached proforma)**
- **Placed in the appropriate slot**

COVER WORK

COVER FOR....	PERIOD	DAY AND DATE	LOCATION	CLASS
LESSON OUTLINE/INSTRUCTIONS:				