

2014

STAFF ABSENCE PROCEDURES AND CLASS COVER ARRANGEMENTS



'Aim for the Highest'

POLICY DOCUMENT

Staff Absence Procedures and Class Cover Arrangements Policy

The term 'absence' is used to denote the non-attendance of a member of the teaching staff either through attendance at out of school activities, illness or as a result of personal circumstances.

Planned Absence

Where there is advance knowledge of an absence from school (e.g. meeting or doctor's appointment), the member of staff concerned must inform the Rector of the proposed absence and seek approval. If the planned absence is sanctioned by the Rector it must be entered into both the Rector's diary and the diary of the DHT responsible for arranging class cover. In the instance of approved planned absence, the member of staff concerned must ensure that their PT is aware of the absence and that appropriate work is left for their classes to complete in their absence. This work must be suitable for any teacher (e.g. a non-specialist) to supervise.

Unexpected Absence

Where a member of staff is unexpectedly unable to attend school, every effort must be made to inform the DHT responsible for arranging class cover at the earliest opportunity. Where possible Staff should endeavour to report their unexpected absence before 8.30am on the first day of absence.

School Telephone Number: 01698 274 900

At the time of reporting, the staff member, where possible, should give some indication to the expected duration of the absence (if it is likely to exceed one day) and provide an intended return date. If able, the absent staff member should also leave instructions to ensure that appropriate work is left for their classes to complete in their absence. Any instructions and information about staff absence must be passed on to the relevant PT at the earliest possible convenience by the responsible DHT. If the absent staff member is unable to provide instructions on work for classes then it will become the responsibility of the PT of to ensure that appropriate work is provided for cover teachers to supervise. In the absence of the PT, members of the department should be appropriately consulted and supported as outlined in this document by the responsible DHT where necessary.

Daily Class Cover

In the case of staff absence, wherever possible there should be consultation between the member of staff with responsibility for the subject department and the DHT to establish the cover arrangements for the day. Where possible it is desirable that classes will be covered by a member of staff from within the same subject area (provided it does not conflict with the non-contact entitlement of the staff members concerned). It is recognised that on some occasions, certain senior classes (S5/6 only) may be covered internally. These arrangements will be made with the agreement of the PT and the DHT responsible for arranging cover). On all other occasions the necessary class cover will be supplied by the DHT responsible for arranging cover following the standard procedure for identifying members of staff for supervisory

duties. Decisions on the use of teachers for class supervision depend on a variety of considerations including non-contact time available, availability for use of cover within the week, the teaching commitment of staff members in any one day and the known need for cover later in the week. All decisions will be made on an objective and rational basis.

On occasions where an external supply teacher has been allocated a timetable within the school, the responsible DHT will decide the most effective use of said teacher. This may include allocation of the supply teacher to a class or classes not on the timetable of the teacher for whom the supply teacher has been arranged.

Class Supervision

The supervision of all classes should uphold the ethos and principles present within the whole school Teaching and Learning Policy.

Staff taking a class supervision duty should supervise the class in their normal classroom. Classes should only be removed from their normal room by supervising teachers after checking on the availability of prepared work left for the class and only with the agreement of the PT or teacher responsible for the subject of the covered class. If appropriate work cannot be found within the class' normal room, advice should be sought from the relevant department.

It is the responsibility of the PT of the covered class to ensure that access is available to all relevant classrooms. In the absence of a key, a master can be obtained from a DHT or Janitor.

All classes should be registered on a period by period basis through SEEMIS. If the covering teacher does not have a SEEMIS log in, paper registers should be taken and absence slips handed into the school office at the earliest possible convenience. It is the responsibility of the PT to ensure that all registers for covered classes are completed on SEEMIS by the end of the day.

Classes should be dismissed on the bell at the end of each period. The only exception is at Lunchtimes where by each year group has permission to leave school five minutes before the bell on allocated days. S1 on a Monday, S2 on a Tuesday and so on until S5/6 on a Friday. All classrooms should be left in the condition they were found in and any incidents of breakages or vandalism reported to the relevant PT.