



TEACHER COVER PROCEDURE

Date of Policy	August 2024
Reviewer(s)	Assistant Principal Academic
Approved by	Principal
Next Review Date	August 2025



Teacher Cover Procedure

If for any reason you will not be attending work on a normal working day, regardless of whether you need lesson cover or not, please see the procedure below for recording your absence:

Pre-planned absences:

Complete the Staff Planned Absence Request Form.docx, which can be found on MS Teams in Worthgate Staffroom COVER. Email the completed form to your Line Manager and the Curriculum Officer cover@worthgateschool.com as early as possible to ensure cover is available. This will be forwarded to the Senior Leadership Team for approval. When approval has been granted, you will be informed by email. Please wait for confirmation before you book the time away from School.

If the pre-planned absence is for a student trip, please also include the Curriculum Officer in the email when requesting necessary documentation from the EVCO. This is to ensure that cover can be put in place before organising the trip. If there are numerous staff absences at the same time, the request may be refused and an alternative date sought. If the pre-planned absence is for staff training, please create your CPD Activity on BlueSky and wait for confirmation that you can attend the training prior to booking.

Sickness and un-planned absences:

Contact the Curriculum Officer via email: cover@worthgateschool.com (or 'phone: 07740 237038 between the hours of 7.00am and 8.00am) to inform of your absence. Please also inform your Line Manager. Please note: you must inform the school each day that you are absent from work.

On your return, you must complete a Sickness Absence Self-Certification Form, which should be emailed to hr@catsglobalschools.com and your Line Manager, who will conduct a Return-to-Work meeting to ensure that you are able to resume your duties. These forms can be found on The Den: Staff Forms.

Cover work:

The Cover sheet.docx should be completed, and cover work uploaded, to MS Teams Worthgate Staffroom COVER. The work must be available by 08:30.

Covering lessons:

If you are on the Cover rota, you will be sent an email the day before the cover is required if it is pre-planned. **Please confirm as soon as possible whether you can cover the lesson.**

You will be able to access the cover work via MS Teams in Worthgate Staffroom COVER. Please ensure you mark the relevant register for any lessons you are covering.