

# SOUTH OTTERINGTON CE PRIMARY SCHOOL

## COVER POLICY

The purpose of this policy is to outline the procedure to be followed in the case of staff absence.

### 1. Teaching staff absence

Initially in the absence of a member of teaching staff one of our HLTAs would be approached to provide cover for the relevant class. This may include rearranging existing PPA arrangements.

If the HLTA is unavailable the Headteacher would make a decision as to whether they could provide the cover. The governors recommend that this does not take the headteacher's weekly teaching commitment above 0.3.

If both the headteacher and HLTAs are unavailable then the part time teaching staff would be approached.

As a last resort, then the administrator would contact people on our "supply list" or use Matrix.

### 2. Support staff absence

- In the absence of a TA, another TA would be approached. Priority has to be given to covering the GTA SEN. If we are unable to cover TAs, parents or governors may be asked to help.
- In the absence of the administrator, our assistant administrator would be approached and vice versa.
- In the absence of an MSA, another MSA would be approached. Teaching staff, including the headteacher, will never be expected to cover for an MSA.