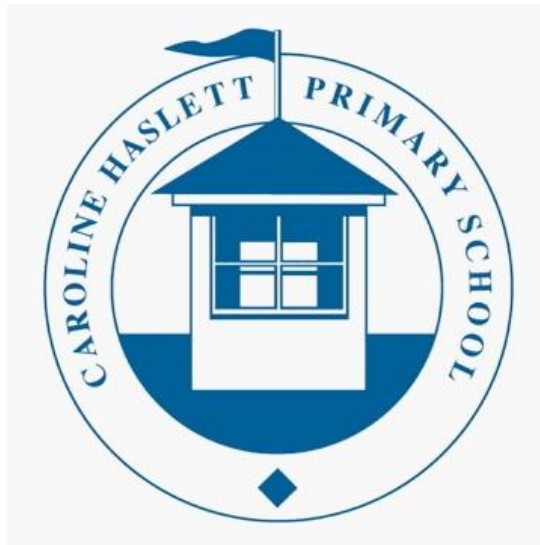


Caroline Haslett Primary School



COVER AND SUPERVISION POLICY

Date of Issue: May 2025

Date of next review: May 2028 (or earlier in the event of legislation changes)

Approved by the Headteacher on:

Signed: _____ (Headteacher) **Date:** _____

Approved by the Governing Board on:

Signed: _____ (Chair of Governors) **Date:** _____

Caroline Haslett Primary School

Cover Supervision Policy

Introduction

We have in place robust cover arrangements whereby teachers 'rarely cover' for colleagues' absence.

Specific Conditions of Cover

- Our school recognises that providing cover is not an effective use of a teacher's time.
- We are committed to exhausting all other reasonable strategies for providing cover before having to ask a member of teaching staff to undertake such duties.
- The school maintains a record of cover undertaken by teachers.
- The guaranteed PPA time of teachers at a school forms part of the legal conditions of employment so cannot and is not used for cover.

We aim to ensure that each member of the teaching staff at CHPS (other than those employed wholly or mainly to provide cover) has a cover target for the academic year of zero.

Where the need for cover is identified, we deploy the following resources:

- Supply/cover teachers
- Teaching Assistants in pairs
- Cover by members of the SLT

PPA is covered by teachers and TAs.

The headteacher takes account of the following key factors when deciding to use cover supervision:

- The extent to which continuity of learning can be maintained;
- The length of time a particular group of pupils would be working without a teacher;
- The proportion of the total curriculum time affected in a specific subject area over the course of the term.

Where members of support staff are so deployed they always operate under the direction of a qualified teacher and are subject to the regulations made under section 133 of the 2002 Education Act and accompanying guidance.

Policy Monitoring and Evaluation

A member of the senior leadership team monitors the effectiveness of these strategies for providing cover on a termly basis to ensure that the quality of supervision and pupil progress and behaviour are as required.

Next Review due May 2028