



ASPIRATIONS

Atlantic Academy

Cover Policy- Parent/Carer 2023/2024

Date of next review:	May 2025	Owner:	Sam Hendrie
Type of policy:	Academy	Approval level:	SLT

Introduction:

At Atlantic Academy, we prioritise the well-being of our students and the continuous professional development of our educators. To ensure a seamless learning environment, it is imperative to have a comprehensive cover policy in place. This policy outlines the importance of cover in schools, highlighting teachers' responsibilities to attend essential training and various meetings, and detailing procedures for short-term and long-term teacher absences.

1. Importance of Cover:

Cover in schools is essential to maintain the high standards of education, foster a safe learning environment, and support the professional growth of our teaching staff. It guarantees the uninterrupted delivery of quality education and the holistic development of our students.

2. Teacher Responsibilities:

a. Essential Training: All teachers are required to attend essential training sessions to enhance their professional skills and stay abreast of educational advancements.

b. Safeguarding Meetings: Active participation in safeguarding meetings is mandatory to ensure the safety and well-being of our students.

c. Attendance Support Meetings: Regular attendance support meetings are crucial for monitoring student attendance patterns and addressing concerns promptly. Teachers are expected to actively contribute to these meetings.

d. Behaviour Support Meetings: Participation in behaviour support meetings is essential to address and manage student behaviour effectively. Teachers are required to actively engage in collaborative discussions to create a positive learning environment.

e. Family Support Meetings: Active involvement in family support meetings is necessary to foster strong teacher-parent partnerships and provide holistic support to students.

3. Teacher Absences:

a. Long-Term Absences: In the case of a long-term teacher absence, the subject lead/year group partner is responsible for setting lessons and ensuring the continued delivery of the curriculum. This ensures that students receive comprehensive instruction even in the absence of their regular teacher.

b. Planned Absences: Teachers are responsible for setting appropriate work relevant to recent learning for planned absences. This ensures a smooth transition for students and minimises disruptions in their education.

c. Short-Term Absences: During short-term absences, students will be provided with cover work to undertake, maintaining the continuity of their learning.

4. Emergency Cover:

In cases of emergency cover, where substitute teachers may not be readily available, variations to the curriculum delivery may occur, for example in secondary, knowledge organisers or reading work and in primary re timetabling of the curriculum delivery may take place. This approach guarantees that valuable learning time continues.

5. Reporting Absences:

Teachers are required to report their absences promptly to the school administration, providing details about the expected duration and nature of the absence. This information is vital for effective planning and implementation of cover arrangements.

6. Accountability:

Teachers are accountable for the quality and relevance of the cover work provided during their absences. This accountability ensures that students receive meaningful educational experiences even in the absence of their regular teacher.

Conclusion:

This cover and professional development policy reiterates our commitment to providing a safe and enriching learning environment at Atlantic Academy. By adhering to this policy, we ensure that both the educational and professional needs of our students and staff are met consistently.