NEWTON INTERNATIONAL ACADEMY

SMASH

PRIMARY COVER LESSONS POLICY

UPDATED: AUGUST 2026

NEXT REVIEW: AUGUST 2027

Cover Lessons - Practice & Procedure Policy

For staff issue only

It is the policy of the school that during their non-contact time, all teaching staff should be available to cover for absent or unavailable colleagues. Wherever possible staff should arrange medical, dental, legal etc appointments out of school time. Other than appointments to complete residency permits /medicals and work-visa related business which we understand must be conducted during the school work day, the school reserves the right to refuse paid leave to attend all other appointments except at the discretion of the relevant Head teacher & Principal.

Where there is a classroom assistant normally with a class, that member of staff may be asked to cover for the '*occasional'* absence of the class teacher. Other than that, every effort will be made to provide cover by teachers who are familiar with the class/year group, however this is not always possible. Staff who are absent are **required to set appropriate work for all their classes and it is the responsibility of Year Leaders / HODs to ensure that a folder of work is prepared for cover teachers to use in an emergency.**

Staff who are assigned to cover for sick /unavailable colleagues should manage lessons in the same manner as for their own classes. Under no circumstances are pupils allowed a 'free lesson', be sent to - the yard to play, the ITC Room, Library, to play sports or to sleep. Staff who fail to show for a cover lesson or fail to deliver the work set will be subject to the Schools formal staff disciplinary code.

Procedure to be followed by staff member who requires cover

Head teachers will advise of the minimum notice period they require regarding a request for lesson cover. In all but the most urgent circumstances you are expected to provide either your Head teacher or Year Leader with the following written details of each lesson you require cover for:

- Date, time to be covered, class.
- A simply structured and clearly explained plan for each lesson – that clearly defines the teaching expected, the resources to be used, the demands that should be made of the class and homework that should be set.
- Pupils need to be able to continue their learning by carrying out pre-prepared exercises /tasks.
- You should provide any relevant information that will assist the cover teacher e.g a seating plan, information about pupil's ability, prior attainment, pupils with special needs and any pupils that may be a cause for concern.

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- The assigned cover teacher is expected to be able to effectively manage the class with the information provided and should be given instructions with regards to collecting in completed work for return to the designated teacher.

Cover teacher responsibilities

- The cover teacher is expected to arrive promptly at the start of the lesson and to deliver the content as provided by the designated teacher. After the lesson has been completed the cover teacher should report back to the designated class teacher as appropriate on any issues and pass on any work that may have been completed. All mark should be marked. Under no circumstances should the reasons for the designated teacher's absence be discussed with pupils.

Year Leader responsibilities

- You are responsible for liaising with the designated teacher and to ensuring that the cover work is set and that it is of the required standard and is appropriate to the needs of the class. Any concerns should be raised with the designate teacher before the start of the lesson and a record of this sent to the relevant Head teacher for their attention.

Head teacher responsibilities

- To ensure all classes where the designate teacher is absent are adequately covered and to ensure the above procedures are followed for <u>all</u> subjects
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Planning cover in your absence

- Please make sure the information below is adhered to if you are absent.
- If you are on duty you must inform SMT.
- Email a daily plan for the day: example below.

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TIME	SUBJECT	SPECIAL NOTE
7:15	Maths: WALT: To calculate addition facts with two digit numbers	Setting, I take middle ability; the Circle group require more input
8:00	Arabic	With Ms./ Mr.…
9:15	English: WALT: To draft an instruction text	Continuation lesson; I have 3 ability groups; Omar needs support
10:05	Science: WALT: To identify the parts of a plant	New topic: Circuits; they work in mixed ability groups
11:15	PE	With Ms./ Mr.…
12:00	Music	With Ms./ Mr.…
12:45	Guided Reading	4 groups; sit with the circle group, rest have work with their book to do

- Planning file should be left on the desk; this should have your timetable, class lists, duty rota and planning for anyone walking into the class. If you have it home, it needs to be sent in.
- Lesson plans clearly marked for the necessary cover.
- Worksheets, text books, children's books clearly labelled and accessible for staff.
- All work should be marked.
- An evaluation of your day and any special remarks about particular children.