



Newton International Academy, Barwa

Secondary Cover Policy

*An International Community of Learners,
Striving for Excellence and Celebrating
Success*



NEWTON
INTERNATIONAL
ACADEMY | **BARWA**

*Approved by: Senoir Management Team
Date Approved: September 2026
Next Review Date: September 2027
Review Cycle: Annual*

SECONDARY COVER POLICY

1. VISION

An international community of learners striving for excellence and celebrating success.

2. MISSION

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

3. POLICY AIM

The aim of this policy is to ensure that the educational experience of students at NIA Barwa is maintained at a high standard during staff absences, ensuring continuity of learning and support for all students.

4. RATIONALE

This policy is established to outline clear procedures for reporting and managing staff absences and ensuring effective cover arrangements. By maintaining a structured approach, we aim to minimise disruption to students' learning and uphold the quality of education in line with CIS and DfE guidelines.

5. REPORTING OF ABSENCE

The school expects staff to report their absence by 6 AM, enabling timely organisation of cover arrangements. It is acknowledged that in certain circumstances, this may not always be feasible, but staff should strive to inform the school of their absence at the earliest opportunity.

6. STRATEGIES FOR PROVIDING COVER

- The strategies for providing cover at NIA are based on the principle that cover for absent teachers should be delivered effectively, even by non-specialist teachers. Arranging appropriate cover is crucial to maintaining high-quality education for all students in the absence of teaching staff.
- The school will apply the following strategy in the order set out below when an absence needs to be covered:
 - a. Report teacher absence to the Team Leader (TL) and Cover Manager (CM) by 6 AM. The Head of Department (HOD) must also be informed, and cover work should be provided.
 - b. The CM assigns a cover teacher for all periods on the intranet and sends an email to all teachers who will cover the lessons to inform them.
 - c. The daily cover and absence will be recorded on a centralised spreadsheet

7. SETTING OF WORK

- For planned absences (e.g., trips, sports day, professional development), it is expected that the teacher will provide details of the work to be undertaken by pupils during cover lessons.
- In the case of unplanned absences, teachers are expected, wherever possible, to provide details of work on the cover lesson template to the HOD and CM. If this is not feasible, such information will be provided by the Head of Department.
- NIA expects teachers on cover to engage in active teaching wherever possible during cover lessons and to deliver the set content to the best of their ability. It is advisable for each department to create an “emergency cover” file, to which all staff will contribute, containing timeless activities such as quizzes.



8. POLICY MONITORING AND EVALUATION

- A member of the senior leadership team will monitor the effectiveness of this policy on a termly basis to ensure that the system benefits both pupils and staff.
- Staff will be invited to formally contribute their views on a termly basis but are encouraged to raise concerns as they arise. Staff whose cover was not delivered as intended are expected to report this incident to the Secondary Senior Management Team (SMT). Additionally, HODs need to report to the Secondary SMT any staff who do not set cover correctly.

9. POLICY REVIEW

- The Head of Secondary will conduct an annual review of this policy to ensure its effectiveness and relevance.

10. COMPLIANCE WITH GUIDELINES

- This policy aligns with the expectations outlined in the DfE guidance on attendance and absence management, ensuring that staff and students understand their responsibilities regarding attendance and cover arrangements.
- The policy also considers the individual needs of students and staff, ensuring that all procedures are applied fairly and consistently, in line with the Equality Act 2010 and the UN Convention on the Rights of the Child.