



**Merthyr Tydfil  
and  
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Local Education  
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Consortium**



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**Policy for  
Supply Cover**

## **POLICY FOR SUPPLY COVER**

### **Aims**

- To provide continuity in classroom organisation/routine.
- To provide continuity in the Curriculum.
- To minimise adverse effects on children's work.
- To support staff development.
- To cover for staff absence.

### **Organisation**

Supply Cover Supervisors/Supply Teachers are subject to Workload Agreement employment legislation. We take this into account when arranging supply cover. The school considers suitability for the post and ensures that stringent vetting procedures are carried out. The school's expectations are made clear to the Supply Cover through the provision of guidance notes.

A nominated senior or Head Teacher is responsible for contacting the local agencies for Supply or Cover List to arrange cover.

Records of supply cover are kept in the Cover File. Information should include the number of staff absent, the reasons for cover, the cost of the cover and the source of funding.

Long Term Cover should be supplied with a copy of the Staff Handbook, Health and Safety Policy and other relevant policies to read. They are requested to complete Medium and Short-Term Plans if appropriate.

The nominated teacher is responsible for liaising with the Cover Supply on general school organisation and routines. When Supply Teachers come into school to cover for staff absence at short notice the nominated teacher gives guidance on the work to be covered.

### **Sources of Supply Teachers/Cover Supervisors**

When employing Cover we endeavour to employ staff known personally to the school in the first instance, such as:

- The school's own contacts/Cover Supervisors
- Part-time teachers already working in the school and who are willing to extend their hours for a temporary period
- Lists kept by the LEA/other advisory body
- Specialist Supply Teacher agencies

### **Support**

Support is achieved through the following:

- Copy of supply cover policy for Information
- Provision of a Cover/Supply Handbook that gives details of day-to-day routines, school organisation and duties. It includes the school's expectations in terms of marking, assessment and preparation (if staff absence is known in advance)
- School map or plan to show location of rooms, including staffroom, staff toilets and cloakroom.
- Instructions and guidance on responsibility for referring child protection issues to a named person immediately.
- Arrangements for Registration and Assemblies.
- Smoking policy.

- Arrangements for children with special educational needs, including details of the person who can supply further information (SENCO)
- Monitoring Supply Staff, through the nominated teacher responsible to create a register of effective teachers for each age group/Key Stage.
- Detailed Lon and Short-Term Plans provided for the Cover Supervisor/Supply Teacher with an up-to-date copy of the class timetable.
- Dress code for pupils and staff, including PE.
- Emergency packs of lessons/ideas (enough for one day)
- Notification of staff illness the evening before, if possible.
- Early identification of training needs (see Professional Development Policy).

## **Expectations**

On arrival, the Supply Teacher/Cover Supervisor, especially one arriving for his or her first assignment in the school, should have the school's expectations explained clearly.

Expectations include:

- Following the code of conduct that applies to all staff and pupils
- Observing health and safety and security requirements
- Following child protection procedures
- Working to the normal hours of the school, unless specifically contracted otherwise
- Not acting in a manner detrimental to the school and its pupils
- Keeping any information confidential that relates to the individual pupils, staff or school

## **Guidance for Cover Supervisors/Supply Teachers**

Guidance for Cover Supervisors/Supply Teachers is at *Appendix One* of this document. It should be printed out as a separate document and given to the Supply Teacher when they arrive in school.

## **Guidance for Cover Supervisors/Supply Teachers**

The staff and children at our school would like to welcome you and hope your time spent teaching in the school will be an enjoyable experience. The staff of the school will try to help you as much as possible. A senior member of staff is responsible for the department in which you are working and is able to give support and advice.

This document has been produced to provide you with guidelines. Please read it carefully.

Please ensure you:

- ◆ Follow the code of conduct that applies to all staff and pupils.
- ◆ Observe health and safety and security requirements.
- ◆ Follow child protection procedures.
- ◆ Work to the normal hours of the school, unless specifically contracted otherwise.
- ◆ Do not act in a manner detrimental to the school and its pupils.
- ◆ Keep any information confidential that relates to the individual pupils, staff or the school.

### **School Times**

8.50 am to 3.30 pm. All teachers are expected to be in school for 8.50 and are expected to remain on the premises until 10 minutes after the school day.

### **Routines**

Please sign in on entry and sign out on leaving.

When the bell goes at the beginning and at the end of every break time and lunchtime, you should go into the playground to collect your class. You should supervise them in the cloakroom and on their way to the classroom.

Registration is taken at 8.55 in the morning and at 1pm in the afternoon. Please follow the instructions on the Register. The Registers close 10 minutes after the start of each morning and afternoon and are collected by school support staff. Children who arrive late should let the School Secretary in the office know they have arrived in school.

The day/s you are in school might be the duty day for the teacher you are replacing. If this is the case, please go straight into the playground when the bell goes. Class teachers will come to collect their classes at the end of break time.

If this is your first time at our school we will give advice on break-time routines and procedures. If it is wet, then you must remain with your class.

At the end of the day, please make sure the classroom is tidy and that the children are supervised on their way out of school.

When taking PE, teachers are required to wear appropriate clothing, including trainers or pumps. It is a requirement that teachers remove or cover up jewellery before taking a PE lesson.

Large apparatus, appliances and PE equipment should not be moved by the children, except under adult supervision.

## **Class Information**

You have full responsibility for the class group whose teacher you are replacing.

You will be provided with a daily sheet, which gives information about Assembly and Hall timetables for the day. You will also be supplied with a Class List and the Marking and Presentation Sheet for the class you are teaching.

Work will generally be left for your class group. If you need to do any photocopying, please see the appropriate support staff.

Please mark all work (following the Marking Guidelines) completed by the class you are teaching.

If there are any problems concerning discipline during the day, please see the Head Teacher or Deputy Head Teacher at break-time or lunchtime. Serious breaches of our code of conduct should be reported immediately.

If you have any queries about routines, please see another member of staff.

## **General Information**

Our Primary School is a non-smoking school. Smoking is not permitted in the building or grounds. Children are not allowed to bring any sweets, toys or mobile phones to school.

If the fire alarm sounds, the children and staff should assemble in the designated area in the school yard. Please make sure you read the fire-drill notice in your classroom and are familiar with the evacuation routes.

Any child who has a medical problem or needs first aid should be sent to one of the non-teaching staff. All injuries must be recorded in the Accident Book. Children who bump their heads must be watched closely for signs of concussion.

Please refer any child protection issues or concerns to the Child Protection Officer – HEAD TEACHER.

If there is a serious incident in your class, or when you are on playground duty, please report this to the Deputy Head Teacher or Head Teacher. Please make sure records are kept in the incident book.

Newsletters/Information Sheets are sent home at the end of the school day.

## Daily Information Sheet

Your class is time tabled for Assembly/PE in the Hall

Your class is time tabled for time in the ICT Suite

Your class is time tabled for use of in the Library.

### In-class Support

Specialist Support Assistants will give support to children to pupils in the curriculum and with SEN pupils in classroom lessons.

### Pupils with Special Needs

Copies of IEPs in the class filing system

### Further information can be found in the following:

- ◆ Staff Handbook
- ◆ Planning File
- ◆ Behaviour Policy
- ◆ Special Educational Needs Policy
- ◆ Health and Safety Policy

### Useful documents and resources

ATL	A Guide for the Supply Teacher
DfES	Use of Supply Teachers (Circular 7/96)
Folens Publishers	Primary Professional Development Behaviour Management and Policy (FA6505)
NRT Guidance	NRT and Union Documents
LEA Guidance	JNC Documents
LEA Guidance	Remodelling Advisors