

SUBSTITUTION

Issue: 3**Document Number:** SEL31**Issue Date:** January 2017**Originator:** Kate O'Toole**Review Date:** January 2020**Responsibility:** Nadine Kaminska**1. Absences**

If non-teaching staff are unable to work due to illness or any other reason, they should contact the Director immediately. The Director is responsible for arranging cover or re-assigning duties.

Teaching staff should contact the Director of Studies as soon as possible so that cover can be arranged. The quickest means of communication is text message to Director of Studies on 07948546132, which can be sent at any time. The office number for Director of Studies is 01223 315259 and the front office is 01223 364735 or 01223 300529. It is the teacher's responsibility to ensure that the school is aware of their absence. Teachers should provide information on their classes for the covering teacher and should advise the school on the likely length of their absence.

Hourly-paid teaching staff will not be paid for time off other than as covered by statutory sick pay or holiday pay. If the Director of Studies is unable to work for any reason, the Senior Teacher will provide cover and will be assisted by the Director, where necessary.

2. Covering classes

The Director of Studies is responsible for arranging cover for absent teachers. This will usually be carried out by part-time teachers who have worked at the school previously. All cover teachers must have an Enhanced DBS check.

If a substitution teacher cannot be found, the Director of Studies or Senior Teacher will cover the class. If this is not possible, it may be necessary to combine classes but this should be avoided, where possible.

The cover teacher should refer to the weekly plan, course book and any instructions left by the class teacher to ensure minimum disruption to the class. The cover teacher is responsible for recording work completed in the class and passing this on to the class teacher before their return.