

DE LA SALLE COLLEGE



ARRANGEMENTS FOR COVER POLICY

“BY FAITH ABRAHAM, WHEN HE WAS TESTED, OFFERED ISAAC, AND HE WHO HAD RECEIVED THE PROMISES WAS IN THE ACT OF OFFERING UP HIS ONLY SON.”

HEBREWS 11:17

Compiled by: The College Director	Last Reviewed: January 2026
Policy Holder: Mr Dominic Townsend	Next Revision date: June 2026
Oversight Governor: Mrs Leesa Sale	Verification date: Lent term 2025

Overview

This policy addresses the process and procedures relating to staff cover.

THE PROCESS FOR INFORMING US OF ABSENCE:

TEACHING STAFF ABSENCE “ON THE DAY”, WHICH DOES NOT INVOLVE COVER

*e.g. leaving site **on the day** for a personal appointment in town during a non-contact period, **doesn't require completion of the staff absence e-form BUT** it does need the member of teaching staff to:*

1. check the daily cover email to ensure they are not required
2. consult the Cover co-ordinator (Dom Townsend) and he will determine if there is sufficient emergency cover available to allow this.
3. Seek Permission from a member of SMT.

ALL OTHER TEACHING AND NON-TEACHING STAFF ABSENCE REQUIRES THE COMPLETION OF AN ABSENCE FORM WHICH WILL BE SENT AUTOMATICALLY WHEN AN EMAIL IS RECEIVED TO staffabsence@dls-jersey.co.uk.

As much notice should be provided for the cover request and as a rule requests for INSET, Educational Visits, trips etc that are received within ten days of the proposed absence will be refused or referred to the Headteacher for emergency approval.

The basic principles behind this process are:

Cover co-ordinator (Dom Townsend) needs to be informed of

1. proposed absences/cover requests
2. Unanticipated absences (e.g. sickness) /cover requests. *
3. Holiday requests (non-teaching staff)
4. All educational visits

* The line manager must also be informed by the member of staff personally so that they can organise work. (The staff absence e-form will not do this immediately)

E-mail: staffabsence@dls-jersey.co.uk

Staff will receive a reply to this email asking them to complete a form requesting more information.

If the request is approved or denied you will receive an appropriate response via email. Do not confirm any arrangements until the request is approved.

Emergency Cover

In the event that an emergency cover is required, that is cover that needs to be arranged on the day due to an unexpected event.

1. Permission from a member of SLT/SMT must be sought and clear information provided to explain the need for absence leave. The member of SLT/SMT will make every effort to provide permission without compromising the safeguarding policy of the college.
2. Dom Townsend must be told by the member of staff personally of the need for emergency cover and follow this up with a request by staff absence e-form.
3. The line manager must be informed by the member of staff personally so that they can organise work.
4. Dom Townsend will inform staff who need to do an emergency cover to facilitate the request for emergency cover.

Cover Management Escalation Procedures

- If cover cannot be fully arranged for a given day, escalation proceeds in order:
 - First: cancel any non-urgent events scheduled for that day
 - Second: call individuals who have previously done cover and request additional cover as TOIL or overtime payment
 - Third the Headteacher can cancel sixth form lessons (year 12 and 13), freeing staff to provide cover for classes requiring supervision

Staff Cover Stages

STAGE 1-

This is our normal level of operation with any staff absence either through illness or INSET managed by a combination of cover supervisors, supply staff and general cover. It is expected that staff absence will not exceed 4% in this stage.

STAGE 2-

In this stage staff absence will be within the 5-10% range.

1. The most obvious impact will be an increase in the number of cover lessons staff will be asked to do.

With regards to cover:

- a. All staff will, where at all possible, receive their 10% PPA allocation, that is at least 3 non-contact's a week. *(However, should this not be possible then Mark will keep a record and overtime will be paid at time and a half.)*
 - b. Some staff have additional responsibilities which mean that they teach fewer than the normal 26 periods out of 30 per week. E.g. a Head of Department may be on 24 periods normally. These staff would be expected to be used for cover for 1 period a week in normal times. However, staff with additional responsibilities should now expect to be used for up to 2 additional covers a week. These additional covers will be recorded by Mark and paid as overtime. E.g. if a HOD with a normal timetable of 24 periods completed 1 cover in a week there would be no overtime paid, if s/he completed 2 covers in a week, 1 period of overtime would be claimed, if 3 covers were completed in a week, 2 periods of overtime would be claimed and if, exceptionally, 4 covers were completed in a week, 3 periods of overtime would be claimed (in the case of someone on 24 periods of teaching - 2 at normal overtime rate and 1 at time and a half).
 - c. NQT's currently do not participate in cover and there is no expectation that this will change in stage 2.
2. Teaching staff who have lesson time allocated for one-to-one support in the LSC or have Sixth form mentor time sessions will be released from these obligations. These lessons will now count as time available for additional cover but will not incur overtime pay. E.g. a teacher on 26 periods a week who has two support lessons, should now expect three cover lessons a week which can be scheduled for any of their non-contacts, not just in the slots formerly assigned to support/mentor lessons.
 3. cancel all courses that are not essential and reschedule any essential courses to the summer term if possible.
 4. All cover for internal meetings etc will be cancelled unless authorised by Director. NQT and RQT courses will only go ahead if external supply cover can be organised.

STAGE 3

In this stage staff absence will be within the 11- 20% range.

In addition to the above, , the following timetable adjustments to release staff for cover.

1. All non-essential cover will be cancelled.
2. All meetings will be cancelled.
3. Any educational visits on Island will be cancelled.
4. PJY will be released from all duties and will take on a cover supervision role.
5. Y11 will operate on 3 teaching groups for the core subjects, with staff who teach 11 AST9 being made available for cover. No overtime will be paid for cover done as a result of Y 11 moving to 3 teaching groups.
6. Small sized class groups will merge to create classes of up to 28 students staff whose class groups are released by this process will be made available for cover. No overtime will be paid for doing cover when they would have been teaching a smaller group.

STAGE 4

In this stage staff absence will be within the 21-25% range.

The canteen will be closed and students eat lunch in house areas.

1. All school trips will be cancelled.
2. Students in Year 10 core will operate on 3 teaching groups.
3. Year 8 will operate on 3 teaching groups.
4. Y12 lessons will be reduced from 5 per week to 4 per week.

More details on this will be provided if we get to this stage. No overtime will be paid for cover done when staff would have been teaching their group.

All homework will be suspended.

STAGE 5

In this stage staff absence will be within the 26-30% range.

Year 7 will be taught as a single group in the sports hall with 7 Astra staff teaching lessons in the gym or on TEAMS with two members of staff supervising.

STAGE 7

In this stage staff absence will be above 31%.

Priority will be to keep the school open for face to face learning where it is safe to do so. If despite all of the above, staffing levels continue to decline then it may be necessary to move certain year groups to online learning. My priority will be to keep the examination year groups face to face.

Sickness Pay and Certificates

The below is for guidance only, please refer to your contract of employment for specific information.

Any sickness payment and the period for which it is paid will be entirely at our discretion. Any sickness payment is subject to notification of absence and production of relevant medical certificates in accordance with the provisions of this Section.

If Social Security (STIA) contributions are not automatically provided to the College via a medical certificate, you will be entitled to the above amounts less the amount which would have been recoverable from Social Security if you had been paying contributions.

A doctor's certificate must be supplied after 2 days of sickness absence for non-teaching staff and after 3 days of sickness absence for teaching staff. Sick Pay is strictly subject to a doctor's certificate being supplied from and including the third day of sickness absence, in relation to any period of absence. You must submit your original doctor's certificate to the Bursar's office upon receipt for our records (a screenshot is not sufficient to allow us to confirm STIA entitlement). On receipt of the original we will be able to confirm Social Security Sickness Benefit confirmation and

avoid any deductions of STIA from salary. If you do not provide required original medical/doctor's certificates any sick pay may be suspended until these have been received.

If a doctor's certificate covers a period that would ordinarily be calendarized College holiday then these weeks will be considered within the above allowance of weeks of sick pay and recorded as sick absence.

Please refer to the relevant policies found in the staff shared area for further details regarding policy and procedure.

Return to Work

Upon your return to work after any period of sick leave you must complete the staff absence e-form and you may need to undertake a back to work meeting with your manager.

The return-to-work process will be activated if your absence is for a period of more than five days.

1. Your line manager will schedule a return-to-work meeting on the day of your return.
2. The line manager will request a return-to-work form from the Bursar's office prior to the time of the scheduled meeting.
3. The return-to-work form will be completed together.
4. If necessary, a risk assessment will be completed at the same time.

Medical Appointments

As far as possible, all medical appointments, (doctor, dentist, physiotherapist etc.), should be made outside normal working hours. In the event that you require time off from work to attend a medical appointment, you must follow the process below to request absence. Any such appointments should be made so as to cause the least disruption to the working day, and accordingly and wherever possible, should be scheduled for either the start or end of your working day. You are required to 'make up' the time lost to for any such appointments. However, in the case of critical illnesses or a significant recovery period with long term treatment, we reserve the right to discuss a plan of discretionary unpaid leave of absence to minimise the impact of medical appointments to the College and the individual's performance.

Keeping in Touch and Meetings

You must keep in touch during periods of absence, so that the necessary arrangements can be made to cover your workload during the absence, which may include recruiting a temporary replacement.

We may arrange a meeting or meetings with you, to discuss your illness or injury and your return to work, and you will be expected to attend any such meeting save where your medical condition genuinely prevents this. In this situation alternative arrangements may be made.

If you fail to attend meetings or fail to keep in touch this is likely to cause difficulties for the College and may lead to disciplinary action.

HOLIDAYS

The holiday year runs from September to August each calendar year.

Details of your holiday entitlement are set out in your Statement. In the year of joining or leaving, your holiday entitlement will be pro-rated. In addition, holiday entitlement will be pro-rated if you are contracted to work reduced hours.

During any extended periods of unpaid leave, your holiday may not accrue and will be prorated from the time spent in paid work.

You may be required to use any outstanding holiday entitlement in your notice period and if garden leave applies, holiday will automatically be taken during the garden leave.

Teaching Staff- HOLIDAYS

Teaching Staff must only take holidays during non-term time. If you are travelling off-island for your holidays, you must ensure that the date of your return to the Island allows for enough time to fulfil any restrictions that may be placed on you due to travel, so that you are ready to return to work as scheduled when teaching resumes.

For those who are **NOT**

1. "TEACHING STAFF" or on
2. "term-time hours" CONTRACTS

the following holiday provisions apply

All holidays must be authorised prior to any travel arrangements being made. We will not be responsible for any loss suffered by you for travel arrangements made prior to authorisation. Holiday entitlement must be used before the end of the holiday year, unless agreed by the College Director. The dates on which holidays are taken must be agreed in advance with your Manager in writing.

The College has the right to require employees to take their holidays at any time throughout the year. This would normally be related to the needs of the business and would only be used in extreme circumstances.

If you wish to amend or cancel approved holiday, this is at the discretion of the College and may not be granted.

Supply Teachers and those on Zero Hours Statements.

Payment for statutory holiday is included within the salary rate of Supply Teachers and those on zero hours statements. Please refer to the individual Statement.

Bank and Public Holidays

If Liberation Day falls on a Saturday/Sunday, no alternative day off will be given, unless it is a normal working day. The Battle of Flowers and the Battle of Britain are not Public holidays.

If a bank or public holiday falls on a day you are normally required to work, we will apply one of **three** options:

- (a) allow you to take the day off work, but pay you as normal; or
- (b) require you to work; and pay you for that day's work; and allow you a paid day off in lieu; or
- (c) require you to work and pay you double time.

If these days fall on a day you are not normally required to work, you are already receiving the benefit of the day off work. You are not entitled to a paid day off in lieu because you are not required to work.

In all cases where a payment is due, a day of bank or public holiday pay will be the equivalent of the pay for a standard working day.

Appendix 1 - GUIDELINES FOR LEAVE OF ABSENCE

The information below does not indicate an entitlement but indicates what may be granted by the Headteacher subject to the needs of the service. Any deviation from the above minimum limits can only be granted by the Headteacher.

Absence for Teaching staff	Paid	Not Paid	Refuse	Maximum Period
COMPASSIONATE				
Funeral of close relative	X			5 days
Funeral of a close friend	X			1 day
Illness of a family member	X			5 days
Continued illness of a family member		X		As agreed
MEDICAL/DENTAL APPOINTMENT				
In Jersey during work time	X			As agreed
Out of Jersey teacher or close friend	X			2 days
PUBLIC SERVICE				
Jury			X	Exempt
Service on Committees		X		As agreed
TA annual training camp	X			10 days
Educational lectures	X			As agreed

WEDDINGS				
Immediate family	X			2 days
Friends			X	
MOVING HOUSE	X			1 day
GRADUATION CEREMONY				
Immediate family	X			2 days
INTERVIEWS	X			As agreed
OUT OF ISLAND VISITS				
First day absence due to weather conditions	X			paid
Travel not corresponding to College holiday			X	
Prize holidays			X	
Accompany spouse on a trip			X	
RELIGIOUS AFFAIRS				
Attend religious ceremony required by religion	X			2 days
Study tour/Pilgrimage			X	
Ordination of Immediate family	X			2 days
Participate in religious event as delegate		X		2 days
SPORTING/MUSICAL EVENT				
Represent Island/national/ local/ International	X			3 days

Absence FOR Non-Teaching staff	Paid	Not Paid	Refuse	Maximum Period
COMPASSIONATE				
Funeral of close relative (off Island)	X			5 days
Funeral of close relative (on Island)	X			3 days
Funeral of a close friend	X			1 day
Illness of a family member	X			Up to 3 days max
Continued illness of a family member		X		As agreed
MEDICAL/DENTAL APPOINTMENT				
In Jersey during work time		X		Or subject to TOIL*
PUBLIC SERVICE				
Jury	X			Only if compulsory
TA annual training camp	X			7 days
WEDDINGS				
Immediate family		X		2 days
Friends			X	
MOVING HOUSE	X			1 day
GRADUATION CEREMONY				
Immediate family		X		2 days
INTERVIEWS for non-teaching posts		X		As agreed
OUT OF ISLAND VISITS				

First day absence due to weather conditions		X		
Travel not corresponding to College holiday			X	
Prize holidays			X	
Accompany spouse on a trip			X	
RELIGIOUS AFFAIRS				
Attend religious ceremony required by religion		X		2 days
Ordination of Immediate family		X		2 days
SPORTING/MUSICAL EVENT				
Represent Island/national/ local/ International		X		Or subject to TOIL* as agreed

- *Please remember, it is your responsibility to arrange a replacement for any “duties”.*
- *Once “cover” is agreed, it will be necessary for you to complete Cover Sheets to indicate the periods, classes and duties affected.*

Appendix 4 – Cover Work

The following is presented as a method of making things easier for “covering” colleagues to access the work for a given class, and to free the notice board for staff-wide information.

- **Individual lesson plans, worksheets, etc. for a specific lesson**
(Not a whole day’s work on one sheet)
- **Individually presented in a separate pack (a plastic wallet), with a clearly and appropriately labelled top sheet (e.g., the attached proforma)**
- **Placed in the appropriate slot**

COVER WORK

COVER FOR....	PERIOD	DAY AND DATE	LOCATION	CLASS

LESSON OUTLINE/INSTRUCTIONS: