

ECD - Teacher Absences and Cover Arrangements Policy and Procedure

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Approved by: ECD

College of Management

Date:

Council of Trustees

Date:

History of reviews:

June 2017 reviewed by Anja Toddington

May 2018 reviewed by Anja Toddington

Date for next review: May 2020

Policy Statement

Cover arrangements might become necessary if a teacher is absent due to illness, or occasionally as a planned absence for teacher's compassionate leave, medical appointments or CPD. Whenever cover arrangements are necessary, communication to parents is a priority and class contacts may be asked to contact all parents.

In case of a planned absence all parents will be informed by the teacher (via the class contact where appropriate) and any individual arrangements with parents regarding a child's attendance will be communicated to the cover teacher and to Reception by email, so the register can be marked correctly.

Procedure

In the event of teacher absence we have assistants who are experienced and many who are early years qualified teachers and they can take the class, with the help of a suitable temporary assistant.

If the occasion arose that both teacher and assistant were absent at the same time, or more than one teacher/assistant had to be absent from the department at the same time, we will endeavour to find cover for all of them. This might mean moving our assistants to other classes in order to facilitate this. In the event of a prolonged illness we will endeavour to find an experienced and consistent cover person.

In the unlikely event of an emergency, where we cannot find enough suitable cover for each class at short notice and therefore normal Classes are not possible, children will be grouped together in only 2 Kindergartens and not be with their usual Kindergarten class, teacher and assistant. In this

case parents will be asked to consider whether it will be in the best interest of their child to bring them to school and whether it is absolutely necessary for them to attend.

When arranging the provision of cover, teachers keep in mind the following points:

- Steiner Waldorf Fellowship guidelines
- EYFS guidelines
- The legal staff : pupil ratio
- The needs of the parent body
- The time available that we have to plan cover arrangements

Information/advice/guidance:

- https://www.southdevonsteinerschool.org/uploads/5/8/8/7/58878259/procedures_for_bringing_children_to_kindergarten.pdf

Compliance:

- EYFS statutory framework (including legal staff/pupil ratios):
https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

References:

- Attendance and punctuality policy