

ABSENCE COVER POLICY

Principle

Stay Campus London believe every class must have a qualified and appropriate teacher and that classes should not be cancelled for any reason. When the scheduled teacher cannot take a class, we will make sure they are substituted by a qualified replacement teacher and will do everything we can to reduce the disruption this causes.

Procedures

To ensure adequate cover the following steps are taken:

1. At interview and during the annual review, the Head of EFL or Senior Academic Administrator records teachers' commitments and availability for work.
2. The Head of EFL maintains a weekly record of teachers who are available to teach but who are not teaching that week.
3. During busy periods, an extra teacher is scheduled for non-teaching duties on Monday morning.
4. The Head of EFL and Senior Academic Administrator are qualified teachers who could be available to teach.
5. At induction, all teachers are provided with an emergency telephone number to call if they are unable to teach or if they are going to be late into school. It is emphasised that they should call as early as possible and the Head of EFL and Senior Academic Administrator will take a call at any time.
6. Once informed that a teacher is not able to take a class, the school will contact the teachers available for cover as soon as possible to ensure that the teacher has time to prepare for the class.
7. The Head of EFL or Senior Academic Administrator will meet the cover teacher before the class to pass on any information from the scheduled teacher.
8. Before the class begins, the Head of EFL or Senior Academic Administrator will inform the class about the change of teacher and the reasons for it.
9. A record of substitution is kept on the record of teachers' weekly and monthly teaching hours.