



## Substitution policy statement for absent teachers

### **RAAS Summer camp - Reigate**

#### **Absences:**

Teachers are required to be in class 10 minutes in advance of the start of their scheduled lessons. In the event of lateness, the Director of Studies must be contacted, and an estimated time of arrival given, as well as instructions for the start of the class. This should be done directly to the Director of Studies by phone or SMS, or if needed, to the camp manager.

In the event of sickness and absence from work, the DoS must be contacted by 7.30am at the latest on the first day of absence. If a message is left, the teacher must get confirmation that the message has been received or continue to try to contact the DoS. It is crucial that the DoS is informed by 7.30am so that cover can be arranged. Cover is first offered to available teachers. If none are able to do it, the DoS can cover, or an agency teacher's services can be engaged.

Absent teachers will be asked to give the reason for their absence and give instructions for the covering of the class.

#### **Substitution for planned absence:**

Teachers are required to give as much notice as possible if they would like to take time off. A minimum of a week is required.

In the event of a planned absence of a week, the absent teacher's classes will be offered to current members of the teaching team. If none are able to do it, an agency teacher's services can be engaged or, in quieter periods, the DoS can cover. Once a teacher is allocated by the DoS, a thorough handover is needed. Teachers are required to give handover notes to each other that include class and individual students' profile, materials used, topics, systems and skills covered and suggestions going forward, either via email or a face-to-face handover.

If the absence is less than a week, the absent teacher and the cover teacher follow the above procedure, as well as the weekly plan being made available to the cover teacher. This should be sent via email.

It is important that a 'handback' is made, using the template for longer cover periods, i.e. a week, and using the record of work and any notes for shorter periods.

#### **Substitution for sickness and last-minute absence:**

The weekly plans are available for the cover teacher's consultation in the class folder. Records of work should be updated daily and kept in the class folder so there is a clear indication of the absent teacher's intentions for the lessons the next day. On arrival at the school, the DoS, or TopUp Learning Handbook 2023

other member of the academic team will support the cover teacher in planning and photocopying for the lessons.

It is important that a 'hand back' is made too. The record of work should be updated, and any other notes left for the absent teacher either in the register or by email.