



OISE Cambridge Substitution for absent teachers policy

It is the responsibility of the Director of Studies to maintain a list of suitable teachers who are available for cover at short notice. Criteria for suitability are the same as for contracted teachers. A deciding factor in who to choose will be if the teacher has previous experience with the type of class needing cover.

All staff have both the school's emergency phone number and the DOS mobile number – it is the responsibility of all contracted teachers to do their utmost to get a message to the DOS before 8am on the day of absence. It is also the teacher's duty to keep their work records up to date – these are in each classroom in the case of group records and in the staff room in the case of 1:1 records.

The DOS will pass on information on the lesson to the cover teacher. The cover teacher may suggest alternatives, but these should be checked first with the DOS. If a teacher is stepping in at the last minute the DOS and other teachers will give them every support. Liaison between teachers is encouraged at OISE Cambridge.

If no cover teacher is available the DOS or Principal will teach the class.