



OISE Bristol Substitution Policy.

All staff have access to the Education Manager's mobile number and it is the responsibility of all contracted teachers to do their utmost to speak personally to the Education Manager before 8.30am. It is also a teacher's duty to provide forward plans for their classes, and to keep their work records up to date.

When a teacher calls in absent one of two procedures is followed. Either a non-timetabled teacher will be called for cover and will take over the absent teacher's lessons or the Education Manager will teach the absent teacher's lessons. Often teachers are put on stand-by for cover, having been informed that their hours may increase or they may be allocated hours when not timetabled due to teacher sickness.

Using information from the phone call or subsequent e-mail with the absent teacher, and their plans and records, the Education Manager will formulate instructions for the cover teacher. The cover teacher may suggest alternatives, but these should be checked first with the Education Manager. If a teacher is stepping in at the last minute, the Education Manager and the other teachers will give them all support throughout the day.

For long term cover and if a current member of staff cannot cover for the expected duration of the absence, a temporary teacher is employed to ensure consistency for students.

If no teacher is available, classes can be merged provided that:

1. Both classes are at the same level and the Education Manager is satisfied that both classes would cope with and benefit from the materials used.
2. The number of students in the class does not exceed the classroom capacity of 8 for Flipped Classroom & Topic Analysis, Composition Strategies, Linguistic Flair, Spoken Assertiveness Workshop and Project and 12 for Individually Monitored Study Strategies.

Records are kept by updating the ELOISE timetabling system so that it represents what hours were taught by which teacher and new timetables and registers can be produced for covering teachers.

Updated and reviewed January 2017.

To be reviewed January 2018.