

Inclusion School cover guidance

Timetable

The Inclusion School timetable is designed to provide the appropriate deployment of staff across the school week to ensure the proper supervision of learners at all times.

For example, during each morning's Welcome, a mixture of teachers, tutors, senior leaders and emotional wellbeing staff are on rota to welcome learners as they arrive and go to their form time.

A similar rota system is in place during breaks and lunch times.

This is to ensure that learners are safe and that the school is calm and orderly.

Further, it enables emergencies to be dealt with promptly and efficiently to ensure the safety and wellbeing of learners.

Cover

Inclusion School has been established with a unique vision and ethos which requires its staff to be knowledgeable of its policies and values to ensure a consistent and nurturing approach to vulnerable young people with mental health needs. For this reason, Inclusion School does not like to use supply staff unless the only other option is for the school to close.

As a school that values its staff wellbeing as much as its learners, the timetable embeds time for planning, preparation and assessment time (PPA). However, teachers, tutors and other staff may rarely be asked to cover sessions which are not foreseeable by the Headteacher or Assistant Headteacher during these times.

As it is the expectation for all staff to have positive relationships with all learners this will ensure the appropriate supervision and safety of Inclusion School's learners while maintaining the school as a calm, orderly and nurturing environment.

For many of Inclusion School's learners they find it difficult to manage unforeseeable change and this approach ensures consistency and minimum disruption.

Covering staff will not be expected to deliver the lesson of a subject outside of their expertise and the Headteacher and Assistant Headteacher will consider this when organising cover each morning to ensure the most appropriate member of staff covers each session.

It is the responsibility of the absent teacher or tutor to ensure a suitable lesson plan is in place for the covering member of staff to deliver.