How to: set cover work

	Planned absence	Unplanned absence
Responsibilities	**Teacher** who will be absent: Follow all the steps below to plan and share the lesson ready for the cover teacher. **HOD / relevant leader**: Quality assure the work to ensure it is appropriate, in the correct folder and labelled correctly.	Short term absence, able to set work from home: the **teacher** responsible for the class sets the work. Short term absence with severe illness and unable to set work from home: **inform your HOD**. The leader in the department is then responsible for setting the work. Long term absence/signed off: **HOD of the department or appropriate team leader.**
Plan	Plan your lesson as you would any other lesson with a Do Now followed by I, We, You cycles. Consider how the 'I' section will be successfully delivered, potentially by a non-specialist. Consider using a pre-recorded voice over of a PowerPoint or a video. Do Nows must either be on paper to be handed out (preferred) or in the PowerPoint with answers on the next slide.	If lessons to be covered are within 48 hours of when you are aware of the unplanned absence, please consider Oak Academy lessons as these are planned with I, We, You cycles and include specialist explanations. If lessons to be covered are known about with more than 48 hours notice, please follow the planned absence procedure.

Resource – soft copies	Make all resources required for the lesson using the PowerPoint template ([2a. PowerPoint Structure - Number, Date, Period, Class, Teacher Code .pptx](#))
	Label all the resources clearly
	Save all resources in your [cover work SharePoint](#) folder.
	Label your resources clearly so that they will sit in the correct order in the file. E.g. of a well labelled folder below. If you have multiple resources, consider making a folder for the resources.
	    Naming structure: Number of the lesson(these are in order so that all lessons sit in chronological order), Date, Period, Class, Subject, Teacher code
	    E.g. 1. Powerpoint - 22/2/2022, P2, 11X1, Science, KBM
		Follow the planned absence procedure.
		
		BUT: Save the resources into the folder of the teacher whose class is being covered.
		
		It is the responsibility of the HOD or appropriate leader to ensure this work is appropriate, in the correct folder and labelled correctly.

Resource – hard copies	Print all resources needed as paper copies for the lesson. Either put the resources at the front of your classroom clearly labelled, or give them to the cover manager. Only leave the cover work in the classroom if you are completely sure it will not get lost. If you require support to print the work, please follow the requisition process.	Follow the planned absence procedure.
Deadline	Cover work must be submitted a minimum of two days before the planned absence, unless agreed otherwise.	Cover work must be submitted by 8am on the day it is required. In emergencies where this is not possible, email cover@theregisschool.co.uk and your HOD to make the team aware.
Seating plans	Your seating plan must be accurate on Arbor.	The seating plan must be accurate on Arbor.

Example of cover work labelled in the folder. You could make folders for each lesson if you preferred and just label the main folder in the required format, then not need to label each individual document in that format. You're choice. Examples of both below.

In folders example: