



## **Millfield English Language Holiday Courses (MELHC) Cover for Academic Lessons and Staff Absence**

### Background

As a general rule, EFL teaching staff absence and cover arrangements should not have any negative effect on the delivery of lessons to students. As Senior Teachers do not generally teach a full timetable, they should be asked to cover lessons when needed. To ensure continuity, teachers should keep records of what they have taught electronically in a designated folder or as a hard copy within their register.

### Planned Absence

1. Requests for planned time off should be made in writing before the start of the course.
2. For requests arising during the course e.g. job interview, the teacher should write to their Academic Manager who will pass it to the Director of Studies.
3. The Director of Studies will consider the request and see whether it can be accommodated.
4. If a request is approved, the information will be passed onto the Academic Manager so that cover arrangements can be made.
5. Prior to the absence, the teacher should discuss the class and their needs with the allocated cover teacher, any relevant information should be passed to the cover teacher.
6. The cover teacher should ensure that copies of lesson plans and materials used are made available to the class teacher on their return.

### Unplanned Absence

1. The teacher should telephone their Principal Teacher or Academic Manager by 7.30 am on the morning they know they are going to be absent.
2. They should give details about the reason for absence and how long they think they'll be absent for. If they have planned resources for the classes, these should either be emailed to the Principal Teacher / Academic Manager or they should be informed where to find them.
3. The Principal Teacher /Academic Manager should identify the best person to cover each class and inform them as soon as possible. The first option should be a Senior Teacher who does not have a scheduled class to teach. Where necessary, the Principal Teacher /



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Academic Manager should assist in identifying resources to assist the cover teacher.  
Principal Teachers can also cover lessons when necessary.

4. There may be teachers in non- teaching roles who can be asked to cover at short notice. In this case, the Academic Manager should approach the Manager of the department in which the teacher is based. The Director of Studies should be kept informed.
5. For afternoon classes, the Academic Manager should liaise with the designated Senior Teacher to find cover.

## Alternative Cover Arrangements

1. If there is long term absence or the absence will affect the ability of the Principal or Senior Teachers to carry out their designated duties, alternative cover arrangements must be considered.
2. The Academic Manager should raise the matter with the Director of Studies who will try to identify an alternative. This could include asking a locally based teacher or previous employee to help out or in extreme circumstances arranging agency cover. Any person employed for cover must be DBS checked and follow all MELHC policies and procedures.
3. Academic Managers should not be used for cover, except in the case of an immediate emergency when there is no alternative. If this happens, the Director of Studies should be informed immediately so that alternative plans can be made.

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