

Cover Arrangements

The table below indicates how cover is requested for different types of absence:

Type of Absence	Form to complete	Authorised by	Additional Information
Sickness	None (Green return to work form when you are back in school)	Line manager on your return	<ul style="list-style-type: none"> • Ring extn. x246 before 7.30 am or e mail ysillence@esherhigh.surrey.sch.uk • Inform your HoD and also let them have any cover work. • Let us HoD and Admin Finance officer i/c Cover know later in the day whether the absence is likely to continue to the next working day or whether you will be back in school.
Courses	Staff development request	Helen Gregory	A copy of the request is passed to Admin Finance officer i/c Cover once it has been agreed and authorised
Special Leave of Absence	Lilac request for cover form to be attached to Blue Special Leave of Absence request form	Simon Morris	A copy of the request is passed to Admin Finance officer i/c Cover once it has been agreed and authorised
School Business etc.	Lilac request for cover form	Appropriate member of Leadership team	Member of staff needs to agree with line manager and ensure completed, authorised form is passed to Admin Finance officer i/c Cover.
Sports Fixtures	One Lilac request for cover form per term with details attached	Helen Gregory	Details of planned sports fixtures that require cover should be passed to admin finance officer i/c Cover on a termly basis.
Trips and Visits	Lilac request for cover form	Nicola Buchan Educational Visits Co-ordinator.	<ul style="list-style-type: none"> • Member of staff to agree with line manager and ensure completed, authorised form is passed to Admin Finance officer i/c Cover. • Trip leader should pass details of arrangements for remnant groups etc. to Admin Finance officer i/c Cover
Cover P1 following a residential trip.	None	N/A	This has been agreed in advance and will be arranged automatically

Please ensure all requests

- have been authorised by the appropriate person
- are made with as much notice as possible (at least one week in advance except in cases of emergency)
- forms are completed with as much detail as possible, e.g. re rooming required

In cases of genuine emergency requiring cover please e mail or ring the day before or see Admin Finance officer i/c Cover in person if the emergency arises during the school day.