# Craigmount High School
# Cover/Not Available for Cover Request

When an absence is planned (or there is a reason someone is not available for cover), members of staff should complete this request which should be confirmed by their line manager. The request should be completed for all periods of absence from school regardless of whether cover is required or not. If you will be out of school all day then this needs to be detailed on the request even if you only teach part of that day.

Once you have completed this form you should save the file using the format Your Name – Date of Absence (e.g. Joe Bloggs – Tuesday 18 September) and once the absence has been authorised, it should be e-mailed to cover@craigmount.edin.sch.uk with the title of the e-mail mirroring the title of the saved form.

All e-mailed requests should be submitted giving as much notice as possible but no later than 1pm on the working day prior to the planned absence.

| | |
|---|---|
| **Name** | |

| | |
|---|---|
| **Day/Date** | |

| | |
|---|---|
| **Reason for Absence** | |

**Period(s) of Absence**
Note: Tick the boxes below for all the periods of absence or periods not to be taken for cover, even if you are non-teaching.

| Whole Day | Tutor | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

**Planned Cover Arrangements**
Note: Complete the class column with your classes and any information from your line manager for covering teacher.

| Period | Class | Covering Teacher |
|---|---|---|
| Tutor | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

| Line Manager Confirmation | | |
|---|---|---|
| I confirm that my line manager has agreed to this request. | Yes | No |