

The Bosco Centre	
Policy:	Class cover procedure
Applies to:	College and Independent school
Reviewed:	October 2018
Next Review:	October 2019

The teacher tutor who will take over the normal resident tutor should expect the following:

- The class tutor has prepared work for the students
- The record of this is linked to the lesson plans
- Resources to be used are clearly labelled or in place
- Learners' folders are clearly labelled and at hand
- Sometimes it can happen that a teacher is absent without planning – i.e. sick etc. This should not change the situation as all lessons should be planned for each day and these procedures should hold for unplanned absences.
- The teacher should arrive in good time so that they have an understanding of the lesson plans and what work has to be covered by each learner.
- They shall mark the learners' work and leave the classroom in good order at the end of the day so that the normal teacher should find it in good working order on her/his return.
- Any problems with absence, indiscipline, lack of motivation should be promptly reported to the Director who will deal with the situation accordingly
- Should the tutor be taking over the class for the whole week, it is expected that they will complete the feedback on each student as to their attendance, punctuality, completion of work, and motivation.

This way disruption should be kept to the minimum and students' learning should not be adversely affected.