



1. If a teacher needs to take a leave (sick leave or otherwise) she / he should first inform the concerned PM/ PL and then call the Cover Team, between 6.30 am and 7.00am. NO SMS OR EMAILS WILL BE ENTERTAINED.
2. Any calls after 7 am will be considered as LOP. In such cases the teacher should inform the HOP/HOS, who in turn would convey the message to the cover team. This late cover may not reflect in the original cover list and the teacher covering a lesson will be informed by the team.
3. In case a leave has been sanctioned for the next day, the Cover Team should be informed by 2.00 pm, on the day prior to the leave. Adequate work will be set for the classes to be covered, which should be handed over to the respective Phase Manager.
4. Any cover after 8.00am should be arranged by the respective Phase Manager.
5. In case of vacancies for a long period of time, the Subject Leader along with the Phase Leader will make internal temporary arrangements. The Cover team will not give any additional cover for those teachers whose timetable is already adjusted due to those vacancies.
6. Cover required for prescheduled events should reach the team 3 days in advance with a minimum number of cover periods.
7. In the case of an, out of school trip / field trip, cover requirements should be sanctioned by the HOP / HOS. It must be noted that only teachers having a minimum teaching load for that day will be permitted to accompany the students.
8. The total number of teaching periods for the teachers are 24, including cover.
9. All Year Leaders, Subject Leaders, House Advisors and Phase Managers will be requested to take one cover class per week, in case the need arises.
10. The final cover for the day will be printed and handed over to the respective Office Assistant by 8.00am. They need to be present in the Curriculum Hub by 8.00am to collect their copies for their respective sections.
11. The Cover Team consists of
  - Mr Rajendran N (Secondary)
  - Mr Dictus C (Primary)
  - Mr Gaus C (Team Leader)