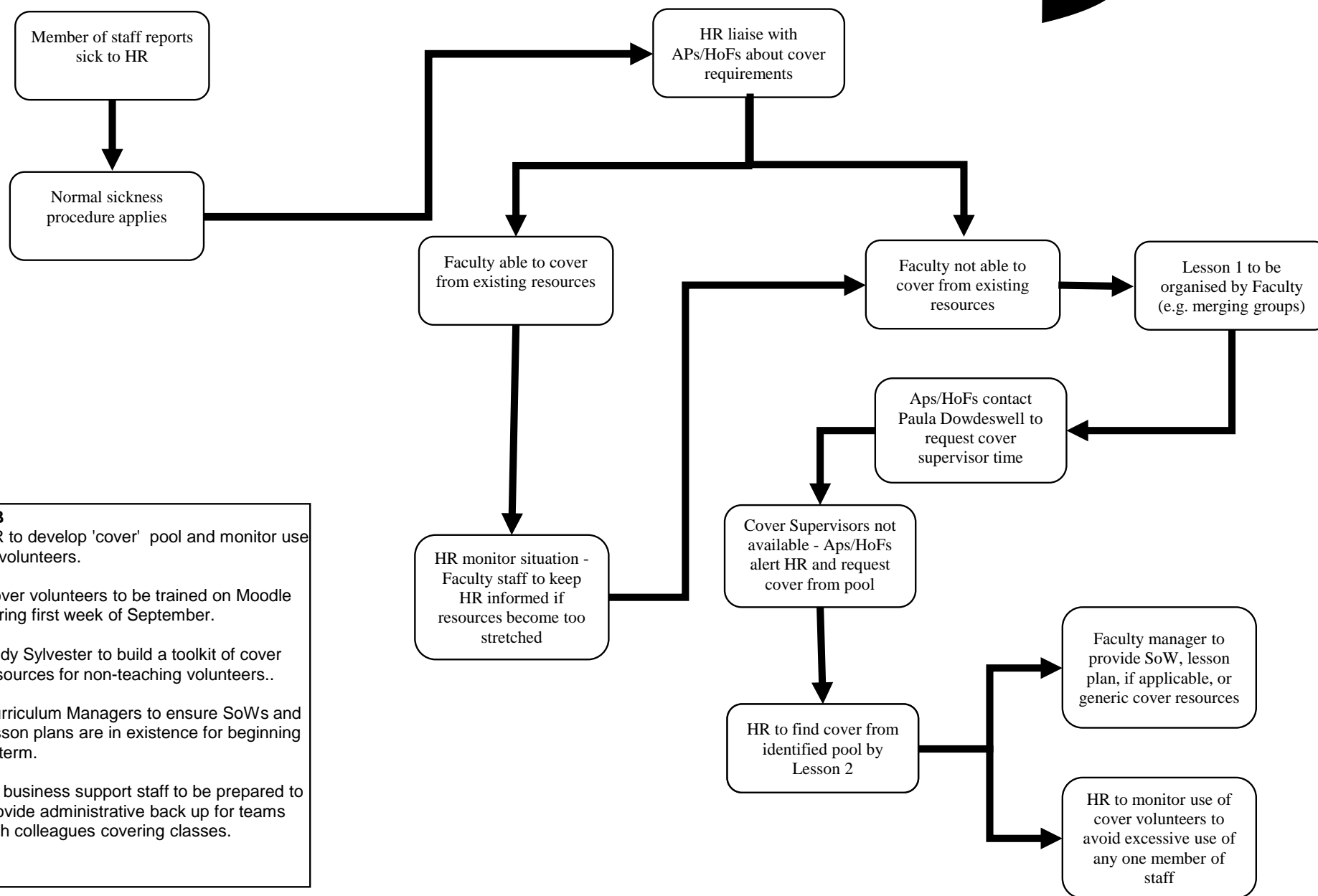


Flowchart of action when sickness is reported



NB
 HR to develop 'cover' pool and monitor use of volunteers.
 Cover volunteers to be trained on Moodle during first week of September.
 Andy Sylvester to build a toolkit of cover resources for non-teaching volunteers..
 Curriculum Managers to ensure SoWs and lesson plans are in existence for beginning of term.
 All business support staff to be prepared to provide administrative back up for teams with colleagues covering classes.