

Request to utilise long term supply staff



This form must be used in order to assist the Trust and the School to control the use of supply and ensure the relevant agencies are offering value for money.

Long Term cover is assumed to be using a person(s) and/or organisation(s) to cover a person and/or vacancy for a period of time of over 10 school days.

Prior to confirming long term supply the arrangement needs to be confirmed by the Headteacher, CEO and CFO.

School				
Reason for Absence Cover (please provide details)	Vacancy		Additional Funding	
	Absence		Other	
Position Covered			Day Rate	£
Is the position within the current staff structure				
Expected Length of cover				
Supply Agency Used				
Will the supply become Temp to Perm				
Other Comments				

Enclosed: (1) Copy of Structure []

Supply Requested by: _____ Signed: _____

Signed: _____ Print: _____ (Headteacher) Date: ____ / ____ / ____

Authorised: Signed: _____ (CEO) Signed _____ (CFO)