

What to look for in an Cover program

StaffCover
nearest other

Screens

The program should:

- be intuitive, with uncrowded friendly screens, using colour



Help & Support

The program should:

- have a Help button to give immediate and interactive Help on each screen
- have a fully-illustrated Manual, with Examples, and a dedicated HelpDesk



Entering the data

The program should:

- allow the data to be imported from **TimeTabler**
- allow Absence to be entered quickly, both in advance and at the last minute
- allow events (eg. exams needing cover) to be entered easily
- also allow Supply staff (both permanent and temporary) to be used



Assigning Cover

The program should:

- organise Cover automatically, taking into account up to 19 parameters
eg. is it preferable for a Science class to be Covered by a Science teacher, for safety in the lab.
- balance the Cover allocated,
 - accurately and fairly,
 - depending on individual teaching loads,
 - and how recently a person has done Cover,
 - and allowing for 'PPA' time and workforce agreement rules,



Statistics

The program should:

- store all Statistics (of absence, reasons, cover done, etc),
- for listing or displaying graphically, and printing



Other features

The program should:

- allow classes to be suspended (eg. during exam time and revision days)
- allow 'Special Duties' slips for extra duties (eg. 'bus duty', etc)
- allow Teachers (and Classes) to be quickly located even though doing Cover



Printing and Exporting

The program should:

- print 'master' Cover timetable printouts for the staffroom noticeboard, etc,
- with a copy emailed to named senior staff
- print Individual Cover Slips, for handing out to individual staff, and
- email copies to each teacher who is doing Cover

