



Policy on sending work home for students who cannot come into school

There are basically four types of school absence:

1. Short term and temporary (e.g. short illness; day off for important family event)
2. Longer term and planned
3. Students excluded for poor behaviour under our Behaviour policy
4. Students excluded for lack of fee payment

Not all absences will necessarily fit neatly into one of the first two categories so a common sense, case by case basis will be applied; this will be led by the relevant Assistant Head Teacher and Head of Primary / Secondary.

However, in the main:

1. *Short term and temporary absences* (e.g., illness; day off for a religious ceremony)
Teachers are **not** required to send work home. However, they will liaise with the student on his / her return to provide some catch up as necessary; e.g., provide a photocopied work sheet; have some student notes stuck into their book; catch up the student on a homework.

Teachers who are emailed by a parent for work in case 1. should pass it on to Head of Primary / Secondary who will deal with it, quoting our policy and / or making a decision into which category an absence falls.

2. *Longer term and planned absences (including 3. Students excluded for poor behaviour)*

Where a student has paid fees but cannot attend school over a longer period – e.g., recovery from an operation, 10-day quarantine for coronavirus-like symptoms etc or where a student is excluded for poor behaviour teachers will provide work for the absent student. Assistant Head teacher to coordinate.

This work will take the form of what the teacher believes is most useful to help the student. Teachers might find using the Google classroom can work most effectively.

Possible catch-up methods (list is illustrative not exhaustive):

- ✓ Staying in touch with the student – a zoom / WhatsApp call every few days, (referring them to work in the google classroom)
- ✓ Providing feedback to the student on work done at home
- ✓ Reference to an educational You Tube video that covers the material missed;
- ✓ Copies of pages from a book;

- ✓ Photocopied notes from another student
- ✓ The setting of questions used in class;
- ✓ Reference to the class text book;
- ✓ A podcast from the teacher summarising the lesson missed;
- ✓ Allowing the student to zoom into the lesson so they can watch it live;
- ✓ Recorded copy of the lesson or part of the lesson (e.g. opening PowerPoint presentation or lesson plenary);
- ✓ Work sheets to be completed.

In all likelihood it may be a combination of these pedagogical ideas.

In case 4. (unpaid fees) work will not be sent home.
The Principal will work with the parent to sort out a
fee repayment schedule

See also:

Infectious Diseases Policy;

STUDENT Absence and Lateness Policy