



Policy Documents & Procedures

Teacher Absence Policy

THIS POLICY HAS BEEN WRITTEN FOR THE PURPOSE OF CLARIFYING PROCEDURES IN THE EVENT OF TEACHER ABSENCE. IT IS ISSUED TO ALL OF OUR TEACHERS BEFORE STARTING WITH US, & MADE AVAILABLE ONLINE TO ALL OF OUR MEMBERS.

Principal: Lucy Merrett (01622 277027)

Statement of Intent

At certain times, it may be necessary to cancel classes due to Teacher Absence. Reasons for this absence may include planned or unplanned leave such as ill health or unforeseen circumstances.

Aims

To ensure that in the event that the regular class teacher is not available, that an appropriate substitute is employed. In the event that a suitable substitute is unable to be found and classes are cancelled, we will ensure that the parents are informed.

Decisions

The Principal will make a decision on whether the sessions shall run or be cancelled based on the following:

- The sourcing of an appropriately qualified teacher to take the session(s) as a substitute.
- That the substitute has all of the necessary DBS checks in place.
- The suitability of the substitute teacher to take on the classes if the regular teacher is due to be absent for a sustained period of time.

Methods

Parents will be advised of any cancellations of their class by a text message sent to the number we hold in our records for them. It is your responsibility to ensure your number is up to date.

Remuneration

Where possible, an additional session will be made to recoup each missed session. In the event that we are unable to offer a catch up session in the same academic year students will be offered a session in an alternative class (in order to catch up time missed) or remuneration for the individual session that was missed.

Remuneration will not be offered to members who are unable to attend rescheduled sessions.

Teachers are only remunerated for sessions that they teach and not for missed sessions.