

Guide for Pupils

What happens if I miss a lesson?

Whether your absence is planned or unplanned it is **your** responsibility to make sure you have caught up on the work you missed.

If you know you are going to miss a lesson in the week before your absence you may ask your teacher for any worksheets or reading that you can complete.

Following your absence, you should:

1. Ask another pupil/student in your class to make a copy of notes from the lesson.
2. In the lesson following your absence ask the teacher for any worksheets or other materials used in the lesson.
3. Ensure you have either copied up the work or placed a photocopy of the notes in your book/folder within two weeks of missing the lesson.
4. If you are absent for more than 4 days you may email the teacher to ask for the worksheets/materials. You should ask a pupil/student in your class to send you a copy of the notes.

Top Tip: At the start of the year your class could set up a buddy system. Each buddy will then collect worksheets / materials for their buddy when they are absent. The buddy will then pass on their exercise book / notes to be copied up.

When can I email staff?

You may send an email to staff if you have not been able to speak to them during the school day or if the member of staff has asked you to contact them via email.

Any emails sent to staff or about school business must be sent from your school email.

You should only email staff if you have not been able to speak to them during the day. Every email should begin with a greeting e.g. "Dear Miss Tai" and end with a salutation "Best wishes ...".

You should avoid emailing before 7am and after 7 pm and only in an emergency during weekends or holidays.

Staff will take between 24 and 72 hours to reply, depending on the days they work and their teaching load during the school day. Teaching staff are not required to answer emails during the school holidays.