



SPALDING GRAMMAR SCHOOL
TEACHING, LEARNING AND ASSESSMENT POLICY
Expectations for Catching Up Missed Work

Throughout a school year, students will inevitably miss work that creates knowledge and skills gaps. At SGS, the expectations for catching up on missed work is as follows:

<p>Student Expectations: “Catch up on missed work and evidence* it to their teacher in timely fashion**”</p>	<p>Staff Expectations: “Provide students with access° to missed work as soon as reasonably practicable°, and be satisfied it has been caught up”</p>
<p><i>*the method of ‘evidence’ can take many forms. The default guide is to show the teacher in the next lesson. There is no expectation for the teacher to mark missed work (unless it is an assessed piece).</i></p> <p><i>**the definition of ‘timely fashion’ will be agreed by teacher and student on a case-by-case basis, depending on the length of/reason for absence, magnitude of work etc. A default guide is within one school week.</i></p>	<p><i>° ‘access’ to missed work can take many forms (to teacher’s discretion). MS Teams is an efficient way to share electronic resources, but other methods can be deployed (e.g. study buddy sharing notes, physical resources passed on by a peer/sibling, ‘absence’ trays in classrooms, verbal instruction the next lesson etc).</i></p> <p><i>°° the definition of ‘reasonably practicable’ is to fit within the teacher’s working schedule, but must be no later than the next lesson the student is present (as this can be done verbally).</i></p>

Catching up from absence due to illness:

If a student is too ill to come to School because they are too ill to work, there is no expectation for them to complete missed work; instead **they should focus on recovery**. If a student contacts a teacher (e.g. Teams, email) to seek missed work for this type of absence, the teacher should reinforce this message.

Access to missed work can still be provided proactively by teachers for ill students (e.g. Teams post, physical resources sent home with per/sibling), but the instructions must instruct the student to only complete work when they are well enough.

Catching up from longer-term absence due to illness:

In the event of a longer-term illness absence, the pastoral team (Form Tutor / Head of Year) for that student are responsible for communicating expectations and methods of providing access to missed work and assessment centrally (in conjunction with parents).

- If the absence is for illness, then the focus on recovery (as above) takes priority
- If the student is well enough to work, but still has an absence (e.g. broken limb), then work should be completed (as agreed by pastoral team and parents)

Catching up from absence not related to illness (e.g. school trip, open day, enrichment activity etc):

Then access to missed work can be provided in the form that best suits the teacher. The majority of these absences will be planned, and so students are expected to be proactive in seeking missed work, and these requests can be responded to by staff, if and when practicable.

The role of Microsoft Teams:

MS Teams is a highly effective *platform* by which we can support students with catching up with work. However, unlike during CV19 TLA, it is not the *only* mechanism, and the expectation to post to/tag absent students into missed work has been removed.