



11th September 2020

LFB/JHW/Protocol

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Principal: Julia Collins

Dear Parents and Carers

RE: Protocol in the case of Post-16 teaching staff absence, 2020-21

As one of the many measures we have had to put in place in response to the pandemic, we have created a protocol for Post-16 teachers and students to follow, should a teacher be unable to attend school for any reason during the coming year. This is outlined below:

If a Post-16 teacher is absent, either through illness or for a known absence, they must:

1. Post an announcement on their teaching groups' Google Classrooms by 7.30am on the day of the absence to let their students know - this is to save unnecessary journeys to school by Post-16 students who might only be making the journey for that teacher's lessons that day.
2. Post work on their Google Classrooms to be completed by their Post-16 students during their lesson time that day, with a submission deadline of the end of that lesson.
3. Mark as 'present' all students who submit the set work by the deadline and mark as 'absent' all students who do not submit their work by the deadline - this is to ensure that students are credited for their independent work ethic and maintain excellent attendance.

Post-16 students must:

1. Check their academy email each morning from 7.30am to see if they have received notifications from Google Classroom that any of their teachers will not be in school that day.
2. Remain at home, if a teacher's absence results in them not having any lessons that day.
3. Make alternative travel arrangements, if a teacher's absence results in a different start time at or a different departure time from the academy.
4. Attend the lesson of their other teacher for a subject, if they are timetabled to have two different teachers within the two-hour lesson for that subject.
5. Report to the Post-16 Study Centre if they have attended a two-hour lesson from 9.00am till 11.00am and have a lesson from 12.30pm till 1.30pm but no lesson from 11.30am till 12.30pm (due to a teacher's absence) - they will be able to use the



computers in that room to complete the work set by their absent teacher during that hour.

If a Post-16 student knows that their teacher is absent, they must:

1. Complete the work set by their teacher by the time their lesson would normally have ended.
2. Submit it on Google Classroom, in order to receive a 'present' mark for that lesson.
3. Photograph or screenshot the work they have completed and email it to their teacher, if a technical issue or the lack of a suitable device prevents them from completing work online and submitting it via Google Classroom.

NB If your child will be absent from school through illness, please contact the Post-16 Administrator, Mrs Howell, on julie.howell@leighacademy.org.uk or 01322-620439 by 9am on the day of absence.

We hope that this protocol will save Post-16 students from making wasted trips to the academy and ensure that students are motivated to complete independent study at home, if their lesson cannot take place on site. As always, should you have questions about this protocol, please do not hesitate to contact me.

Yours faithfully



Mr Lee Forcella-Burton
Director of Post-16