**Saddleworth Language School**

**Absence Policy**

Written September 2024

To be reviewed by September 2025

Purpose of this policy – to outline what will happen in the event of staff absence

If a member of teaching staff is absent and is unable to teach then the following will apply –

Baby/ toddler/ pre-school classes

1. Another employee/ contractor for SLS will take the class if they are not already teaching their own class
2. The class will be cancelled with as much notice given as possible to the venue so that we might utilise their lines of communication and to parents
3. Parents will be offered a replacement class which might be later in the week, if appropriate, at the end of the block, during the school holidays or at the beginning of the next block
4. If no replacement class can be offered then a refund for the individual class will be issued

Before/ After school Clubs

1. Another employee/ contractor for SLS will take the class if they are not already teaching their own class
2. The school will be offered cover work, provided by SLS and asked if they are able to provide a cover teacher and SLS will pay the cover teacher’s hourly rate
3. The class will be cancelled, the school will be informed and parents will be notified by SLS by email or text message. In this instance parents will be offered a replacement class at the convenience of SLS or if this is not possible to offer then a discount will be offered from the next block of classes

Lingostars

1. Member of staff to notify senior management at the earliest possible opportunity
2. A replacement teacher to cover the session
3. If a replacement teacher cannot be used then an experienced, appropriate member of staff will be used as long as there is a teacher on site to lead Lingostars and the member of staff has the relevant experience and training
4. In rare circumstances Lingostars might be cancelled and parents refunded, but this would be an absolute last case scenario

Adults Classes

1. A replacement member of teaching staff would be brought in to cover the class
2. If a replacement teacher is not available then the class will be cancelled and adults will be offered an alternative class – this might be online (pre-recorded or live lesson) or it might be in person at the end of the block or two classes in one week period
3. If no alternative class can be provided then adults will be refunded for the class