



# Redroofs

## School for the Performing Arts

### **WORKING STUDENTS AND MISSED WORK POLICY**

Pupils are expected to take responsibility for maintaining their highest standards of School work.

In the event of pupils missing classes or school days for professional reasons, students must ensure that they find out what work has been missed. Pupils will be supported over the week/month/quarter to ensure that they catch up on missed work and homework where possible to enable appropriate progress for themselves and for their class.

The aim for the pupil, staff member and parent will be to ensure that a pupil's development is not limited, but enhanced by any professional engagement.

Failure on the part of the pupil to do their best to comply with the above as realistically as possible may result in limited opportunities being offered or agreed to by the School.

Depending on the circumstance and length of school missed, the procedures are set out as follows:

#### **Short-term absence (between one lesson – 3 days)**

Where children are licenced for professional absence, work for each missed lesson should be sought from the subject teacher who will in turn aim to keep work in the missed work files filed under the pupil's name. It is the responsibility of the pupil to collect the work from the Missed Work Area (located at the top of the stairs) on their return to school and complete according to the deadlines set by the subject teacher. If work is not filed for the pupil, he/she should ask the teacher/the school office for such work.

#### **Long term absence (4 days or more)**

Work for each missed lesson will be collated by the subject teacher and emailed to the pupil to complete and for hand in on their return. Completed work can then be returned via email, posted back to the school or brought in by a parent/carer.

#### **A pupil in rehearsals**

Pupils in rehearsal tend to be on a very demanding schedule. If pupils are rehearsing on a more short-term basis, please refer to a short-term absence.



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For pupils involved in a more on going rehearsal schedule with the imminent outcome of a performance, core subjects will take priority. Subject teachers will be sensitive to the rehearsal schedule and pressures currently on that pupil. Missed work will be given to the pupil when they are next in school. If pupils are absent for several days, work will be communicated by email. Pupils must aim to complete work according to the deadline set by the subject teacher. As with long term absence, completed work can be posted, emailed or brought in to school.

### **A pupil in Theatre/TV/Film/Performance**

It is important for pupils to keep up their academic work, however, pupils in professional work will have more than just a commitment to their studies, but their employers too.

As with pupils on a rehearsal schedule, core subjects will be take priority.

For pupils who are away from school for a length of time due to performance commitments, an on set/in theatre aTutor will be provided by the Production Company. The school will liaise with the Tutor to ensure that pupils are receiving continuity and progress in their academic studies, wherever possible.

The Tutor will advise in regards to completion deadlines and the marking of work.

### **A pupil on holiday/known absence**

Pupils must approach teachers to let them know of their absence. If for up to one day only, please refer to short-term absence.

For longer-term absence through a holiday or family occasion, pupils must collect their work from their subject teachers to complete during their absence and hand in on their return to School.

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**It should be understood that the Missed Work Policy exists to support pupils and other learners, and the responsibility rests with the pupil who should inform the School office if they have any concerns about the amount of work that is reaching them or that they are able to understand during such absence.**

**The Missed Work Policy is not contractual.**