



**RADLEY**

**Assisting Students with work during and  
after periods of absence**

**November 2023**

It is important for Dons to take a proactive approach in helping students to keep up with work during periods of absence due to (for example):

- Physical or mental illness
- Injury
- Isolation as a virus control measure
- Reasonable absence due to exceptional travel problems
- Enforced absence from school for another reason

The nature of that help will vary depending on:

- Whether the student is able to work or whether they should, for example, be concentrating on recovering from an illness
- The extent of the period of absence

SR / BJH will, in consultation with Tutors, determine whether such access is appropriate. It will not be given, for example, in the case of elective absence for early leaves or late returns unless the circumstances warrant it. Nor will it apply in the case of suspensions.

The individual don, guided by the HoD, will be responsible for the nature of the provision which might vary according to age and subject. **There should always, however, be an element of real-time interaction and engagement.**

The following should act as a guide.

#### **Effective methods of support may include**

- Setting work by Teams / email (but this should be accompanied by communication channels to ensure that the work is being completed effectively and being understood).
- Providing catch up resources via the departmental SharePoint site (see below)
- Joining lessons remotely (see below)
- Assigning a buddy (asking another boy to teach some content helps both individuals)

## **Joining Lessons Remotely**

In many cases the most effective way of doing this is to allow the student to join the lesson remotely but this should not, as far as is possible, be allowed to lessen the experience of boys in the class. It might well, therefore, simply be access to the live lesson with occasional reference to check presence and understanding, rather than full engagement. Recording the lesson will often be helpful.

## **Departmental Sharepoint sites**

Departmental Sharepoint sites can provide a useful hub for catch up materials and it is good practice for these to contain materials to support:

- Academic stretch
- Revision
- Resources for catching up on missed work
- Reviewing work that has not been fully understood

## **The Role of the Form Master**

The Form Master should be in regular contact with boys who are working remotely to provide encouragement and to check that work is being completed. In cases of extended absence where a backlog of work mounts up, the Form Master will help the student prioritise his work.