Lesson cancellation

Before cancelling the lesson, below are some points to consider:

- NHS guidelines state a child should stay home from school in the case of:
  - contagious illness (Chicken pox, Measles, Mumps etc…)
  - high temperature (38°C/100.4°F or higher)
  - if they are generally unwell (without a known contagious illness and/or a high temperature) and unable to participate in normal activities due to feeling unwell

- Would the reason for cancelling be considered *reasonable?* Being tired, bored, not being motivated to come, waiting in for a package, having a hair/nail appointment, a student's friend's not attending that day, or having better/more exciting plans is not a reasonable reason to cancel a lesson.
  - If an employee couldn't use the same reason to not attend work one day, it won't be a legitimate rationale for a student either.

- For lessons with an external provider such as tutoring, mentoring, college link days (Flower Skills, Shooters Hill College, HB Academy etc...) please be aware that cancelled lessons still incur a cost.
  - Tutoring and mentoring: if cancelled with less than 24 hours notice will incur the full cost of the lesson (on average £84 per hour)
  - College link days: cancelled lessons incur a cost as a course is booked and paid for in advance (on average £114.70 per day or part day)
    - Unfortunately vast amounts of money is spent on missed lessons, money that could have funded other vital resources or enriching experiences for the students.

    - Additionally missed lessons means that students have missed out on vital learning that could support them in their future and for in person group activities, an important social communication opportunity.

- Think about whether a compromise can be reached?
    - If cancellation is not due to a contagious or acute illness - can something be done to support the student to feel better *before* deciding to cancel the lesson e.g. having some pain medication and drinking some water to ease the signs of a headache, having some pain medication and taking a hot bath/using heat device to alleviate menstrual camps etc…?
    - Can the student engage with an online lesson instead of an in person lesson if they are feeling a little off colour/tired etc..., but not actively unwell?
    - Can a shorter lesson be offered in lieu of cancelling the whole lesson/day?
    - Can the teacher set the student some work to complete online instead?
    - Can a wellbeing check in be completed with the student online or on the phone (if the student is happy to communicate verbally)?
        - *The staff team are always happy to chat to parents/carers about alternative options if the student isn't able to complete the lesson exactly as written on their timetable, but could engage with something.*

If the above has been considered/implemented and the lesson still has to be cancelled, please follow the Newhaven Outreach lesson cancellation procedure detailed overleaf



Newhaven Outreach:

Lesson cancellation procedure

For on the day lesson cancellations:

- The student's parent/carer must directly contact the member of staff the student is due to see at least 45 minutes before the start of the lesson.
    - For lessons with a member of the Newhaven Outreach team: this can be done by emailing, texting or calling the staff member's work mobile that the student was due to see, as detailed on the Newhaven Outreach staff contact list
    - For tutoring/mentoring: please email the tutor/tutoring agency directly, CC'ing the head of Outreach into the email
    - For college link days: please contact the member of staff who supports the student to attend college. For students that attend college independently, please contact the head of Outreach regarding absence.

- It's important that students develop their social communication skills whilst supported by Newhaven Outreach and we welcome students making contact with teachers themselves to cancel lessons; however this has to be done in conjunction with a parent/carer, not instead of.
    - Students are not permitted to cancel a lesson without a follow up email/phone call/text from a parent/carer.

- When cancelling a lesson, please provide a reason for the student's absence. Knowing why a student is not attending lessons is part of our supportive safeguarding strategy - if a student is struggling with their mental or physical health we need to know so that we ensure the correct support is being offered.
    - As a school we have to detail reasons for all student absences on our data tracking software - this is a legal requirement

- Lessons cancelled with plenty of time before the lesson is due to start prevents members of the team from driving across the borough, wasting valuable time and fuel. The member of staff could then offer the time slot to another student or undertake another task.
- If cancelling due to ill health and the student attends their pharmacy/GP/Hospital and is provided with medication, please send through a photo of the prescription bottle or prescription script itself.

For in advance cancellations:

- For a singular Outreach led lesson: parent/carers must directly contact the member of the Outreach team to request an alternative day/time can be offered, providing as much notice as possible and the reason for the requested change.
- For all external lessons please contact the head of Outreach, providing as much notice as possible and the reason for the requested change; they will:
    - (For 1:1 tutoring/mentoring): Try to arrange for the student to be offered an alternate day/time
    - (For group lessons/college link days): Request missed learning to be provided to the student, if appropriate
- If cancelling due to an unavoidable appointment (medical, mental health), please provide supportive evidence where possible, such as a screenshot of a letter or a screenshot of a text reminder etc…
- For requesting multiple missed lessons/days - please liaise with the head of Outreach directly providing as much notice as possible and the reason for the requested absence.