



Woodkirk Academy  
&  
The Sixth Form @ Woodkirk Academy

## **Woodkirk Academy Sixth Form**

### **Teacher Absence Protocol**

Staff absence is unavoidable at times however this does sometimes cause confusion for Sixth Form Students. Please follow the guidelines below;

#### **Students**

- Attend all lessons even if you know about a teacher absence as a cover teacher may have been placed on the lesson.
- If no teacher or cover teacher is present after 8-10 minutes make your way to the Sixth Form office and register with a member of staff in there.
  - If no member of staff is present in the office please check in R4 to see Miss Melchior or Mrs Mayat.
- Remain onsite and complete work set in the Sixth Form area.
- If the set work has been completed you must remain in the Sixth Form area and complete other homework or revision for that lesson.
- **It is expected that you remain onsite for all timetabled sessions.**