

National Professional Qualifications (NPQ) Protocol 2018

Attendance and Absence

Attendance

As stated in the joining instructions letter and on the application form for the 2018 NPQs, full attendance is expected at all face-to-face sessions. This is a non-negotiable and the NPQ programme should take priority over other commitments.

However, given the willingness of The Humber Teaching School with Leading Learning Forward TSA to be as accommodating as possible, in the event of an unavoidable absence due to illness, family circumstances, school inspection etc, then the following protocols will apply:

Unavoidable Absence Protocol

1. NPQ delegates must notify Teaching School office and/or session facilitator by e-mail or telephone as soon as possible of impending absence from part or all of a face-to-face session.
2. Teaching School office/session facilitator will decide on the best course of action (three options – see below) depending on whether the individual delegate is due to miss part or all of a face-to-face day.

Protocol A for NPQ delegates missing part of a day (up to 3 hours face-to-face)

Any delegate missing **up to 3 hours** will be expected to attend an additional morning face-to-face session in March (Term 1) or May (Term 2) or July (Term 2) on one of the webinar/check-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 2 working days of the face-to-face session(s).

The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up session.

Protocol B for NPQ delegates missing all of one face-to-face day (6 hours)

Any delegate missing **up to 6 hours** will be expected to attend an additional two morning face-to-face sessions in March (Term 1) and/or May (Term 2) and/or July (Term 2) on two of the webinar/check-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 2 working days of the face-to-face session(s).

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The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up sessions.

Protocol C for NPQ delegates missing more than one face-to-face day (up to a maximum of 9 hours)

Any delegate missing **up to 9 hours** will be expected to attend an additional three morning face-to-face sessions in March (Term 1) and/or May (Term 2) and/or July (Term 2) on two or more of the webinar/check-up days. All resources associated with the missed session(s) will be posted on the secure area of the website and/or e-mailed within 2 working days of the face-to-face session(s).

The Teaching School office, in consultation with the NPQ facilitator(s), will identify a suitable person/system leader to lead the catch-up sessions.

[For 2018-19 delivery, we will ensure that the catch-up days are clearly marked and associated with the webinar/assessment provision].

Sustained absence and withdrawal from NPQ programme

1. In the event that a delegate is unable to attend the catch-up sessions or misses two or more days of the programme (more than 9 hours of face-to-face sessions) then the individual delegate will be required to remain on the NPQ qualification programme for a further term.
2. The Teaching School office, in consultation with the NPQ facilitator(s), will decide how best these requirements and expectations can be met after speaking with the delegate's headteacher, chair of governors or line manager.
3. Only in exceptional circumstances, after discussions between the Teaching School office, the NPQ delegate and the delegate's school, will the decision be made to withdraw any individual delegate's participation in the programme.

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