

ATTENDANCE

Absentees

When a child is away from School, we require a note, phone call or personal visit stating the reason for the absence sent to the school by 9.30 am. If a child is absent and no notification has been received by this time, parents will be contacted so we can be certain no problem has occurred between home & school. If it is anticipated that the child will be away for some time, it would be appreciated if the school could be notified.



Families who will be away from school for a period of time during school time due to holidays are asked to contact the Principal & Class Teacher. Work will be set for students who will be away for longer than a week but prior notice of 1 week is asked. Students are asked to maintain their Reading Logs and may be asked to give a report to their classes on return from their holidays.

Illness

In the case of a child becoming ill at school, parents will be notified. If circumstances warrant, parents will be asked to collect the child.

It is not the policy of this school to administer any medication without the prior written consent of the parents. A table with recommended exclusion periods for children is included in this handbook as a guide for families.