



## What to do When...

### ***Absence from School***

Middle and Senior School Years 6 – 12 Email [ms.absence@kelvingrovesc.eq.edu.au](mailto:ms.absence@kelvingrovesc.eq.edu.au)

Include in the email the student name, year level, absence dates and reason for absence. If a student is marked with an unexplained absence on the student's first period roll, the parent/guardian will receive a text message from the College after 12 noon. The message will ask for a response via return text.

### ***Extended Absences***

Any extended absence of 10 school days or more requires an Application for Exemption form available from Student Services. The Principal will consider and approve/decline the application.

### ***Late to School***

If arriving between 9am – 9:10am, students are to go directly to their Period 1 class. If arriving after 9:10am, students are to sign in at Student Services. An email or a phone call from the parent/guardian must explain all late arrivals. A detention will be issued for an unexplained late.

### ***Leaving Early***

An email or phone call from a parent/ guardian must explain all leaving early requests. Students in Year 6 are to be collected at Students Services by a parent/ guardian. Students in Years 7-12 are able to sign out without a parent/ guardian being present.

### ***Sick Students***

Students must inform their teacher, ask for a note to report to Student Services who will then contact a parent/guardian. Same signing out procedure as 'Leaving Early'.

### ***Using the School Phone***

Urgent calls may be made by students on the phone at Reception.

### ***Parent/Guardians Wanting to Relay Messages to Students***

It is **NOT** possible for our staff to leave student services to locate students in class as this would mean leaving sick students and incoming students unattended. It is also important to note that most classrooms do not contain phones and the class may not be in the timetabled location making it difficult to deliver these messages. The only way our support staff can relay a message to a student is via an email to the teachers listed on the student's timetable – this is reliant on the teacher reading their emails throughout the day. If you need to get a non-urgent message to them, you **have two options**: you can **email your student** as there is a high chance they will be on their emails during the day; or you can **text your student** who will see the text when they turn their phone back on at 3:00pm. (Of course, remembering that mobile phones are switched off and not used once your



student has entered the school grounds but it will be switched on again at 3:00pm at the end of the school day.)

**ALL STUDENTS PRESENTING TO STUDENT SERVICES DURING CLASS TIME MUST HAVE A SIGNED NOTE FROM A TEACHER.**