

WHAT TO DO ?

<p>If your student is absent from school...</p>	<ul style="list-style-type: none"> ➤ Contact the school office explaining the absence via: <ul style="list-style-type: none"> • Phone – 3637 0111 • Note – to the office the next day • Email – admin@aviationhigh.eq.edu.au • SMS – reply to absentee text message ➤ For absences greater than 10 days an Exemption for Compulsory Schooling is required
<p>If your student is late to school...</p>	<ul style="list-style-type: none"> ➤ Contact the school office ➤ Student must then report to the office for a late pass before going to class ➤ If lateness is not explained satisfactorily by parent/caregiver a 30 minute detention may be issued the following day
<p>If your student needs to leave early...</p>	<ul style="list-style-type: none"> ➤ Discuss the early departure with your student prior to going to school on the day ➤ Contact the school office the day before or before 8.30am on the day ➤ Student MUST collect a 'Leave Request' before school and show the teacher at the time they are required to leave ➤ Student must then obtain a 'Leave Pass' from the office prior to departing the school ➤ Students can then meet at the pre-arranged collection point (an adult is NOT required to be present at the office) ➤ Please note that we do not have phones in classrooms so don't have the ability to contact students during class time to make departure arrangements. ➤ A minimum of 2 hours notice is necessary should contact with a student be required