

# WHAT TO DO?

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If your student is absent from school...

- Contact the school office via one of the following:
  - Phone – 3637 0111, press 1
  - Note – to the office the next day
  - Email – [admin@aviationhigh.eq.edu.au](mailto:admin@aviationhigh.eq.edu.au)
  - SMS – reply to absentee text message
- For absences for 3 days or more a Medical Certificate is required
- For absences greater than 10 days an Exemption for Compulsory Schooling is required

If your student is late to school...

- Contact the school office or send note with student
- 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 will be issued the following day

If your student needs to leave early...

- Discuss the early departure with your student prior to going to school on the day (the office does NOT have phone contact with classrooms for messages)
- Contact the school office the day before or prior to 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)
- A minimum of 2 hours notice is necessary should contact with a student be required

If your student does not have correct uniform...

- Write a note in student diary explaining missing items
- Student must present note to the office to collect a uniform pass
- After school detentions issued for unexplained uniform violations