

WHAT TO DO

If your student is absent from school...

- Contact the school office explaining the absence via:
 - Phone – 3637 0111
 - Note – to the office the next day
 - Email – admin@aviationhigh.eq.edu.au
 - SMS – reply to absentee text message

If your student is late to school...

- For absences greater than 10 days an Exemption for Compulsory Schooling is required
- 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

If your student needs to leave early...

- 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