



# IMPORTANT INFORMATION ABOUT SCHOOL POLICIES AND PROCEDURES RETAIN FOR FUTURE REFERENCE

## Student Absences

Parents of students who are absent without explanation at 9am roll check will receive a text message alert. This message requests parents to contact the school either by phone, return SMS or email to confirm the absence and reason. If you know your child will be absent from school or is sick, please use one of the following options to inform the school.

If your student is away from school, you can phone the Student Absence Line 24/7 on 4669 0966. Follow the prompts leaving student name, reason for absence and duration, or email [absences@dalbyshs.eq.edu.au](mailto:absences@dalbyshs.eq.edu.au).

Parents of students travelling to activities by **private transport**, including events organised through the school, should contact the absence line or office to confirm student attendance at the activity. As rolls are not always able to be taken at the event, the student will be marked absent if the office is not advised.

## Lesson and Break Times

8:58am	Warning Bell
9:00am	Roll Check
<b>9:10am</b>	<b>Session 1</b>
10:20am	Morning Tea
10:38am	Warning Bell
<b>10:40am</b>	<b>Session 2</b>
11:50am	Lunch
12:33am	Warning Bell
<b>12:35am</b>	<b>Session 3</b>
1:45pm	Afternoon Tea
<b>1:55pm</b>	<b>Session 4</b>
3:05pm	End of Day

## Exemptions from Schooling

Students who are absent from school for more than ten consecutive school days (because of illness or family holidays for example) require an exemption.

Principals may approve exemptions of less than one year where there is an appropriate reason and/or it would be inappropriate for the child to attend. These reasons should be discussed with Dr Russell in the first instance.

Please contact the school office if your child requires an exemption from schooling.

## MESSAGES TO STUDENTS DURING THE SCHOOL DAY

We advise parents and caregivers that there is no phone or paging system in classrooms. Any messages to students during the day need to be hand-delivered by office staff. This can become a very time-consuming process, particularly if classes are in the Great Hall, on the oval or have had room changes. Of course, in emergencies, every effort is always made to find students and bring them to the office.

For this reason, please try to limit messages to students wherever possible.

## What to do if your student needs to leave school during the day

If your student needs to leave the school grounds during the day, the student needs to hand in to the office (before school) a written note from a parent or caregiver. Alternatively parents can contact the school office before 9am (either by phone or in person) to request a leave pass for their student.

A special pass will be given to enable the student to leave during class if necessary, or obtain a leave pass from the office at break times. ALL students must sign in and out through the office.

Handing in a note before school is an efficient system that will save time for parents collecting students. Students cannot leave class without presenting a Leave Pass to the teacher. If a student without a pass is required to leave during class time, as students cannot be paged, the student will need to be collected from the class by staff, resulting in delays for waiting parents and caregivers.

Routine medical or health appointments should be made either before or after school or during the school holidays. Appointments for hair cuts etc, should not be made during school hours and will be recorded as an unjustified absence.

## Late to School

Students are required to arrive at school between 8:20 am and 8:55 am each day. School commences at 9am and concludes at 3:05pm. If a student arrives after the start of school, he/she must bring a note of explanation from their parent or guardian to the office and check in. Alternatively, parents can contact the school office by phone to advise explanation as to why a student will be late. Students who arrive late without explanation will receive a lunchtime detention.

- Nicholson Campus 4669 0900
- Bunya Campus 4660 0333
- Absences 4669 0966
- General email [admin@dalbyshs.eq.edu.au](mailto:admin@dalbyshs.eq.edu.au)
- Absences email [absences@dalbyshs.eq.edu.au](mailto:absences@dalbyshs.eq.edu.au)