

Our Lady Queen of Peace School

106 Botting St
ALBERT PARK SA 5014
P: 08 8279 8800
E: info@olqp.catholic.edu.au



11 February 2025

Dear Parents / Caregivers

Your child's safety is our priority, and the school is bound by Australian government child protection practices. The following information is to help parents and caregivers on the occasion their child is not able to attend school.

Who should I contact if my child will be absent from school?

Teaching staff can be very busy in the morning preparing for the day ahead, so **front office staff are the best option** to take your message regarding your child's absence and then pass this information onto your child's class teacher.

How do I notify the school of my child's absence?

You can notify the school by:

- phoning the front office on 8279 8800, **OR**
- emailing front office staff on info@olqp.catholic.edu.au.

It is important that as parents / caregivers, you:

- contact the school for each day your child is absent.
- provide a short explanation for your child's absence (for example, ill, cultural/family event, etc). We are required by government child protection practices to record the reason for your child's absence.

Unexplained student absences

If front office staff have not received a message regarding your child's absence by 9.30am, an SMS absent notification will be sent to parents / caregivers. Please respond to this SMS, and the information will be recorded on our system.

My child will be absent from school for 2 (or more) weeks.

If you plan for your child to be absent for 2 or more weeks (for example, family holiday), please:

- contact your child's class teacher and the front office as soon as possible.
- request an Exemption form from the front office. You can do this in person, over the phone or by email (info@olqp.catholic.edu.au).
- return the completed and signed form to the front office. It will be forwarded to the Principal, who will then sign and save the completed form to your child's file.
- The Exemption form is required for absences of 2 or more weeks, as directed by the Department for Education and CESA.

If you have any questions, please do not hesitate to contact your child's class teacher.

Kind regards

Lee Abela
Principal



11 February 2025

Dear Parents and Caregivers

Now that the school year is well underway, and families/students become accustomed to the routines and procedures of our school, it is an opportunity to share information with our community regarding the processes required when your child is late to school or when you need to collect your child before the end of the school day.

These procedures are carefully considered and in line with recognised Australian WHS and government child protection practices; the safety of all students is always our priority.

What should my child do if they are late to school?

The school day starts at 8.50am when the community meets in Bilyonendi Hall for our daily morning gathering. Important information is often shared with students and the community at this gathering. The Botting Street and Selth Street gates will be closed at 9am.

If your child arrives at school after 8.50am, they are required to go into the front office and **verbally inform staff** that they have just arrived at school. Front office staff will greet the student, and then record their attendance and time of arrival.

Students are then encouraged to independently make their own way to morning gathering/class, however a parent/caregiver may escort them to class, if required.

I need to collect my child before 3pm. What should I do?

We understand that there will be occasions when a student needs to be collected by a parent/caregiver and depart school prior to the official 3pm dismissal time.

Parents/caregivers are required to **sign their child out using the iPad in the front office**, and front office staff will contact their child's class teacher to make arrangements for the student to be brought to the office.

What if I need someone else to collect my child from school?

There may be an occasion where the parent/caregiver is not able to collect their child from school. Staff are not able to release students to persons other than their parents/caregivers unless explicit instructions have been received from the student's parents/caregivers, as required by Australian government child protection practices.

If your child will be collected from school by a person other than the parent/caregiver, the parent/caregiver must contact the front office and provide permission as well as details of the person who is collecting their child. Front office staff cannot allow a student to be collected by a person other than the parent/caregiver without this permission or information.

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Planned late arrival or early departure of a student

When possible, it is requested that parents/caregivers notify the front office of their child's late arrival to or early departure from school.

This information gives staff an opportunity to arrange for the student to be ready at the early departure time, as well as prevent unnecessary SMS absent notifications being sent to parents/caregivers if the student is late to school due to an appointment or unforeseen circumstances.

You **can notify the school** by of a planned late arrival or early departure by:

- **phoning the front office** on 8279 8800, **OR**
- **emailing front office staff** on info@olqp.catholic.edu.au.

This information will be recorded in our system and accessible by the student's class teacher.

If you have any questions, please do not hesitate to contact your child's class teacher.

Kind regards

Lee Abela
Principal



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SMS absent notifications sent to families

At Our Lady Queen of Peace School, we regularly review our processes and look for ways to ensure best practice protocols exist for the benefit of everyone in our community, especially the students. Clear, relevant and regular communication with families is a priority of our school.

When students are absent without parent notification, an SMS absent notification is sent around 9.30am.

We understand that the care arrangements of our students are different for each and every family. It is for this reason, an SMS absent notification will be sent to **both parent / caregiver contacts** (in the case of there being two recorded in our SEQTA records) if their child is marked as absent without parent notification.

As per previous school communications, if you know that your child will be absent or late to school, **please contact the school** by 9.30am via:

- a phone call on 8279 8800, or
- an email info@olqp.catholic.edu.au.

Front office staff will record this information in our system and the **class teacher will be notified**.

Please remind your child that if they are late to school, arriving after 8.50am, they are required to enter the front office and verbally greet staff confirming their arrival at school. This will assist unnecessary SMS absent notifications being sent out.

If you have any questions, please do not hesitate to contact me.

Kind regards

Lee Abela
Principal