

Ways to Notify the School	Early Departure	Late Arrival	All Day Absence	Helpful Links
School Stream (Our App) - <i>ferred Option</i>	Please complete and Submit the Partial Day Absence Form	Please complete and Submit the Partial Day Absence Form	Please complete the Full Day Absence Form	Partial Day Absence Form Full Day Absence Form
Hand written note / Email	A note should be sent with your child and submitted to the office prior to homeroom	A note should be sent with your child upon arriving to school and submitted to the office	A note should be sent with your child and submitted to the office prior to homeroom upon their return	Printable Parent Note Form xhs-info@ww.catholic.edu.au
Phone	Phone the office and inform the school of the early departure	Phone the school and inform of the late arrival	Phone the school and inform of the absence	02 60406388
In person	FOR EMERGENCY SITUATIONS ONLY- Please present to reception and office staff will attend to your request as quickly as possible	Present to reception with your child and inform of the late arrival	Present to reception and inform of the absence	
What to include in the Note	<ul style="list-style-type: none"> ● Child's Name ● Child's Year level or Home Room Group ● A Valid reason for the absence (medical appointment, tutoring) ● The name and signature from the Parent/Carer ● A medical Certificate - if appropriate 			
Collecting your child in person without notification	If parents present to the reception desk to collect a child without notifying prior to the collection time please be aware that this can take time. The sooner you contact us the sooner we can locate your child. Office staff need to physically locate your child in the school grounds and your child then needs to leave their class and collect any belongings from their locker before departure. There is no guarantee that Students will be able to be located immediately as this is reliant upon Office Staff needing to leave their work areas and competing priorities however staff will endeavour to assist you where possible. This option is not recommended.			
Sickbay	<p>If your child is sick the following process should occur:</p> <ul style="list-style-type: none"> ● The child should present to sick bay where they will be assessed and treated by the Xavier High School First Aid Officer ● Contact will be made with the Parent/Carer to collect the student from sickbay <p>FOR SAFETY REGULATIONS UNDER <u>NO CIRCUMSTANCES</u> SHOULD THE STUDENT PHONE THE PARENT DIRECTLY WITHOUT PRESENTING TO SICKBAY FIRST</p>			

The office communicates with Students via schoology. Please ensure students regularly check schoology messages

STUDENTS ARE NOT ENCOURAGED TO REMAIN IN SICKBAY FOR EXTENDED PERIODS OF TIME.