

Dear Parents and Carers,

Changes to Student Absence Notification Procedures

Commencing on Monday, August 13, 2018, following the introduction of our online student roll marking platform, our school will commence using an automated text messaging system. If a student is not at school and the school hasn't been notified, we will text those parents as soon as practicable on the day. If you are notified by the school that your child is away without a reason, please respond directly to the SMS/Text; this will directly input the student absence reason into our system.

If we cannot reach you because we don't have your correct contact details (i.e.: message notification fail, disconnected number), then we will endeavour to make contact by other means, where possible, on the same day of the unexplained absence.

Please remember it is your responsibility to contact us to provide an explanation for your child's absence from school, and where possible, please inform us in advance of upcoming absences.

For further information on the processes and procedures our school uses to record, monitor and follow-up student attendance and absence please read our Attendance Policy.

With these changes in mind, please consider whether the school has your most up to date contact details. If not, please contact the school on 6205 7322, at info@charnwoodps.act.edu.au or fill in the form below so that we can update our records. Please include parent/carers' name, address, phone numbers, email address and emergency contact details. Please remember to contact the school if any of these details or your circumstances change in the future.

Debbie Martens
Principal



Change of Contact Details

Parent/Carer 1:

Address:

Home Phone: Mobile:

Email:

Parent/Carer 2:

Address:

Home Phone: Mobile:

Email:

Student Names:

Signature: Date: