

SCHOOL OPERATION



Absences

Hervey Bay State High School has a strong focus on student attendance with the expectation of all students to maintain 90% attendance or better to ensure they have every opportunity to gain academic success.

Should your student/s be absent from school please advise with the reason for absence in one of the following ways:

24hr Absence Message Bank—4194 3760

Email—absences@herveybayshs.eq.edu.au.

SMS Response—respond to absence text messages sent daily for absent students

Early Departures

If you know in advance that your child has to leave school early, please ensure that this is pre-arranged with the office as early as possible on the day. This prior notice prevents delays in departure, as students will not be released from class without a note or a leave pass. Please send your student to school with a note **or** phone the office as early as possible in the morning

- Student to present to Student Services when they arrive at school in the morning to receive a leave request
- Student to show leave request to their class teacher at time of departure (to be released from class)
- Student to present to Student Services with their leave request and sign out.

Late Arrivals

In the case of late arrival, a note or phone call of explanation is required.

Upon arrival a late slip is provided to your student to enter the classroom.

All students arriving late without explanation will have this late arrival documented as a partial unexplained absence.

Illness

Unwell students should present to sick bay for contact home to be made before school or during break times.

If feeling unwell during class times students will need to advise their teacher and request to go to sick bay for contact home to be made.