

13 October 2020

Dear Parents and Caregivers,

ABSENCE NOTIFICATIONS VIA SMS

If your child has been absent so far this term, you will have seen that we have started sending official SMS absence notification for any student marked as absent or partially absence without reason.

When you receive an SMS (they will usually come through mid morning once it is automated but at the moment we are doing them manually so the times may vary a bit), please respond as soon as possible so that your explanation is recorded against the absence. It isn't a service you can just send an SMS to at any time as it isn't linked to a phone. Responses can only be made directly to texts and need to be made within 12 hours for it to link the system.

You can continue to send a message through Schoolzine if you wish and it will be forwarded to your child's classroom teacher. Keep in mind however, this process takes some time and isn't automated in the system, so the delay may mean you still receive an SMS as the teacher hasn't had time to record the reason in the system yet. We anticipate that most parents will find the SMS service convenient.

There will be some split family situations where the system SMS process will not work. If you do not receive an SMS then please continue to use the Schoolzine Absentee process or, as for everyone, a written note to the teacher explaining the student absence will also suffice.

Please ensure your child/ren arrive at school in the morning before the music finishes at 8.55am. Students who arrive late will continue to obtain a late note from the front office, which may potentially trigger a partial absence SMS requesting an explanation. Again, please respond to the SMS as soon as possible.

The automated absence notification will help us move towards a more paperless environment, as well as enable timely record-keeping of student attendance to ensure that we comply with the Department of Education requirements.

Thank you for your cooperation and patience as we implement this new program. If you have any problems with the system, please contact our Deputy Principal, Ms Angela Weare.

Donna Harris
Principal