

Dear Parents

Senior School Attendance and Absence Information

To ensure that all boys are safely accounted for at all times we ask that you adhere to the following procedures in the Senior School:

If your son is unable to attend school due to illness or injury please notify Student Services before 9.00am. If your son is absent from school for more than three days as a result of illness or injury a medical certificate is required. Please note that, if your son is in Year 11 or 12 and will miss an assessment, you will need to refer to the Year 11 and 12 assessment policy via Seqta Engage on home.scotch.

If your son will be late for school please notify Student Services before 9.00am. On arrival, your son must sign in at Student Services.

If your son needs to leave school during the day please notify Student Services. He must sign out at Student Services before leaving and, if he returns before the end of the day, he must sign back in.

A respectful reminder not to collect your son from the classroom. If you wish to come into the school, please go to the main Senior School reception where staff will contact Student Services and arrange for you to meet your son.

If your son is not feeling well during the day he should sign out at Student Services from where he will be sent to the Health Centre where staff will contact you.

Student Services:

Phone - 9383 6928

Email – seniorschool@scotch.wa.edu.au

For leave from school for a period of one week or more for reasons other than illness or injury, a written request is required. Please send this via my Personal Assistant, Heidi Locke Heidi.Locke@scotch.wa.edu.au

Should you have any queries please contact my Personal Assistant, Heidi Locke Heidi.Locke@scotch.wa.edu.au.

Yours sincerely



Mr Peter Burt
Head of Senior School