



Accident and Illness at the College

In the event of an accident or illness during the day at the College, it is most important that you can be contacted. An emergency contact form has been provided for you to provide contact information. The College should be notified immediately of any changes to telephone numbers, contact people or addresses via the Edumate Parent Portal.

Illness and Sick Children

The College is unable to provide care for children who are unwell. Children should stay at home if they are not able to fully participate in the school day. In the event that a child develops a temperature or illness whilst at school, parents will be contacted and asked to promptly collect their child. In the case of vomiting and/or diarrhoea, parents are asked to keep their children away from school until 24hrs after the last episode of vomiting or diarrhoea.

The College has a registered nurse onsite who will contact parents in the event of an accident or illness. It is a legal requirement that absences are covered by a written note. In addition, students in Years Ten to Twelve are required to submit a doctor's certificate.

Students returning from an absence due to injury are required to submit a medical certificate outlining the nature of the injury and any ongoing treatment or support required.

Absences

To notify of a student absence please email [Junior Absent](#) or [Senior Absent](#).

Term Time Leave

The College does not condone holidays taken during term time. Where term time leave is unavoidable an [Application for Extended Leave-Travel/Exemption from Attendance at School](#) must be completed and submitted to the Principal for approval at least two weeks in advance. With the exception of leave required for attendance at funerals, misadventure or unforeseen events, or serious illness of an immediate family member, Applications for Extended Leave-Travel that are not submitted before the date which is two (2) weeks prior to the commencement of the proposed leave will not be considered, and the absence will be regarded as unapproved leave. A written explanation of such absences, however, is still required to be provided to the College. Certificates of Extended Leave/Travel are provided when it has been clearly demonstrated by the applicant that the leave is necessary or desirable and that alternatives to providing leave such as distance education have been considered. The period of extended leave must be in the student's best interests in the short and long term.

Coursework/Homework

Senior School students must also consult with the Director of Curriculum before the period of leave with regard to any assessment tasks, examinations or in-class tests that may fall due during the absence. Parents and students should note that alternative arrangements will not be made for assessment tasks that are missed because of student holidays. Similarly, students can approach individual teachers and request work, however, this is not always possible to provide. Approval for extended leave does not provide an extension for assessment tasks, or exemption from in-class tests or exams.

Homework is not set for Junior School students in the school holidays. If a student is travelling during the College term, they may be asked to keep a travel journal.

Students from Year Three with excused absences (i.e. long-term illness) will be encouraged to make up work across Literacy and Numeracy and various subject areas. Teachers will assist students in making up work in collaboration with the student and parent/s and caregivers.

The [Application for Extended Leave-Travel or Exemption from Attendance at School](#) is also available from the College Wiki accessed via the Edumate Parent Portal.