

## ABSENTEE/ LATE NOTES /LEAVE/ CHILDHOOD ILLNESSES

### ABSENTEE INSTRUCTIONS

Listed below, **in preference order**, are the methods available for Absentee reporting that would assist the Office:

1. Use the Trinity Grammar School **phone APP** and follow the prompts (From the APP home page select Junior School the select **Absentee Form** to open the absentee form). Instructions for installing the APP on your phone can be found on the next page.
2. Using the Absentee email address [jsabsentee@trinity.nsw.edu.au](mailto:jsabsentee@trinity.nsw.edu.au). Also, if you wish, you can 'CC' the class teacher on this email.
3. Lastly, you can phone **9581 6144** and leave a message with your son's name and class.

### Lateness

If your child is late for school he must report to the Junior School Office before attending class. Parents should contact the Office if their child is running late.

### Early Leavers

If a student needs to leave school before the end of the school day for any reason, a written request must be made to the class teacher. The student will wait at the Junior School Office to be collected and signed out.

### Leave

If an extended absence of leave from school is required (a full day or longer) a request in advance must be made in writing to the Master of the Junior School.

