

Absentee

In the event that a boy is absent from school please contact the Junior School Office on 9581 6144 by 9.00am. A written explanation, signed by a parent or guardian, must be presented to his Class Teacher upon his return to School. This note is in addition to the phone contact.

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 and the Master of the Junior School. 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 request in advance must be made in writing to the Master of the Junior School.