

1.6 ABSENTEE/ILLNESS/LATE NOTES

Parents of any boy who is absent from school or going to be late **must contact the School by 9.00 am on the Absentee Line - 8732 4658**. On the day following your son's **final** day away from school, please email the school on prepabsentee@trinity.nsw.edu.au with a written explanation as to why your son was absent. **Please include his full name and class**. If you wish you can scan and attach a letter or doctor's certificate, however a simple explanation of his absence is all that is required.

This emailed response will then be recorded onto Denbigh (the School's administration data base), archived and filed for 12 months as required by legislation.

If your son arrives to school late, please ensure that you direct him to go to Sick Bay to collect a late note. Failure to do this could result in his being marked with an unexplained absence which will see you receiving an SMS from the School. This will also then need to be followed up.

Please **do not send** any letters with your son as we hope that this email system will be a far better method to streamline the absentee process. **Any requests for leave or early departure from school** must be directed to the Master of the Preparatory School requesting that leave or early departure and acknowledgement of receipt of that request will be sent to you.

If your child contracts one of the diseases of childhood as listed *it will be necessary for parents to supply a Certificate of Clearance from a doctor before children will be permitted to return to School*.

Chicken Pox	Exclude for at least 5 days after first spots appear. Contacts are not excluded.
German Measles	Exclude for at least 7 days from appearance of rash. Contacts are not excluded.
Measles	Exclude for 5 days from appearance of rash or until the Medical Certificate of Recovery is produced. Exclude household contacts for 21 days after the last exposure to infection IF attending Pre-School and if child has NOT previously had the Measles OR been immunised against Measles.
Whooping Cough	Child should be kept home for 5 days from the start of antibiotic treatment. Otherwise, keep home for 3 weeks from when "whoop" starts. Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics.
Mumps	Exclude until child has fully recovered, and for 9 days after the appearance of the swelling. Contacts are not excluded.
Impetigo	Exclude only if exposed surfaces such as scalp, face, hands and legs. Allowed to attend School if sores properly covered with clean dressing. Contacts are not excluded. The School requires a weekly medical certificate whilst child is infected. This is very contagious.
Head Lice	Where cases are discovered, parents will be notified. Treatment is simple and effective and can be purchased from the Chemist - those infected are required to stay away from School until treatment has been completed. NO CERTIFICATE OF CLEARANCE REQUIRED.

IMMUNISATION - Please check with your local doctor that your son is up-to-date with all appropriate immunisation. **Diseases such as German Measles, Measles, Mumps and Whooping Cough are serious and are preventable. It is expected that all students will have been appropriately immunised. We strongly encourage you to ensure your son is fully immunised before entering school. The School is now required by the Department of Health to keep a register which records whether a boy enrolled at the School is immunised or unimmunised against a number of childhood diseases. If an outbreak of one of these vaccine-preventable diseases occurs at Trinity, the Department of Health is notified and unimmunised children may be excluded from school for the time set down by the Department of Health. The School has the obligation to notify the Department of Health of any such illness. All parents of boys from Pre-Kindergarten to Year 6 must send in the School's copy of the Immunisation Certificate whether their sons are immunised or not. If unimmunised, an Immunisation Certificate must be completed and signed by your son's doctor indicating that immunisation has not been undertaken.**