

PARKDALE SECONDARY COLLEGE

Attendance and First Aid



Attendance

For emergency management purposes and your child's safety, we are mandated to maintain accurate student attendance records at all times.

Parents are required to provide an attendance note for every occasion when your child is absent from school, whether full or partial days; late arrival or early departure.

There are two methods to notify the College of your child's absence; late arrival or early departure.

COMPASS: Enter absence/late arrival/ early departure on **COMPASS**

PHONE: **9580 6311 extension 1** when prompted.

If busy, leave a message stating your child's full name, form group and reason for absence.

Students **MUST** sign in/ out every time they arrive or depart the school grounds between 8.48am – 3.05pm.

Students will not be permitted to leave the school grounds without parent approval.

Late arrival

If your child arrives after 8.48am, they must sign in at:

- Junior Learning Centre (JLC) – Year 7 -9 students
- First Aid – Year 10 students
- Senior School Reception – Year 11 - 12 students

Early departure

If your child needs to depart prior to 3.05pm, they must sign out at:

- Junior Learning Centre (JLC) – Year 7 -9 students
- First Aid – Year 10 students
- Senior School Reception – Year 11 - 12 students

First Aid

If students are not feeling well during class, they must inform their teacher, who will either send them to First Aid with a note, or call the first aid officer to attend to the student in class.

The First Aid Office will either administer appropriate first aid and return the student to class or call the parent/guardian or emergency contact to arrange collection of the student.

As per the DET mobile phone policy, students are NOT permitted to use their mobile phones to contact their parents during the school day. The First Aid officer will call you on their behalf if needed.

Medication

Parents/Guardians are required to notify the First Aid Officer if their child/ren needs to take medicine during College hours. The student **MUST** attend First Aid at the required time to self-administer the medication. A Medication Authority Form must be completed by a parent/guardian. This can be obtained from the First Aid Officer.

Asthma/Anaphylaxis

If a student has an Asthma or Anaphylaxis diagnosis, parents/carers must provide the school with an Asthma or Anaphylaxis Action Plan which has been completed by the student's medical practitioner.

COMPASS Attendance SMS's are automatically sent out at 10.30am to parents/guardians of students who have not had their attendance recorded that day.

It is vital that all student information, parent work and home numbers, mobile numbers and emergency contact names and numbers are current.