



## 1. 2020 Back to School Information

Commencement dates for Term One 2020 are as below.

- **Monday 3 February** – Grade 7, 10, 11 and 12 students commence
- **Monday 3 February** – part day programme for new students in Grade 8, 9 and 10
- **Tuesday 4 February** – Grade 8 and 9 students commence

Please note: Further detailed information will be forwarded in the new year, closer to the start of term

## 2. Absentee Guidelines

All registered non-government schools are required to keep a register of enrolments and daily attendances for all children at school. We are required to maintain a record of absence, the reason, and documentation to substantiate absence. Below are guidelines for reporting absences from school:

- Students are expected to arrive at school by 8.45am to attend morning tutor where rollcall is taken
- If your child is unable to attend on the day, please contact the School before this time by either;
  - Telephone 03 6336 6000
  - Email ([senior@lcgs.tas.edu.au](mailto:senior@lcgs.tas.edu.au))
  - Skoolbag App (eform)
- Parents will be sent an SMS by approximately 10.30am if your child is marked as an “unexplained absence”
- **Late Arrivals** – parents should notify the School if your child will be arriving late, giving an approximate time of arrival and reason. Students must sign in at Reception on arrival.
- **Early Departure** – parents should notify the School in advance if your child will be leaving early, giving time and reason for early departure. Students must sign out at Reception before departing. No student will be allowed to sign out of campus without contact from a parent.
- **Extended leave during school terms** – It is an expectation that the School receives a written request for an extended period of absence during term time i.e. overseas holidays. This can be addressed to [senior@lcgs.tas.edu.au](mailto:senior@lcgs.tas.edu.au) and will be responded to by the Head of Campus