

**ABSENCES**

Please send a written note to explain absences from school or impending absences. Legally, your child is required to attend school and if no note is presented, teachers will assume the child is absent without your knowledge. Regular attendance at school is essential to make sure learning is not disrupted. Remember, 'It's Not Okay To Be Away'.

**EARLY DEPARTURES**

Children leaving school early must be signed out at the office in the 'Early Departure Register'.