



Seven Hills West Public School

Respectful, Safe, Responsible Learners

Changed requirements for late arrival to school

Dear Parents and Guardians,

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

In line with the Department of Education's School Attendance Policy, we will be making some changes to the way we process students who arrive late to school.

We currently require parents to be present at the school office to sign students out of school as an 'early leaver'. We will be extending this requirement to all students arriving late to school.

Our goal is to ensure the safety of all students. As a school, we have duty of care for students as they arrive at school from 8.30am on school days. All students are expected to be in class and learning from 9.00am onwards.

While unexpected events can result in occasional lateness, we need to ensure that parents have full knowledge of this partial absence. I ask that you partner with us in keeping your children safe.

As of Monday 2nd March, 2020, a parent or guardian will need to accompany students who are late for school, to the office. If circumstances prevent this, each student who is late must have a note written and signed by a parent or guardian.

If you would like to discuss this matter, please contact the school office on 9622 2136.

Thank you,

Mrs A Dziubinski

Relieving Principal

28.02.20

Cnr Lucas Road and Sackville Street Seven Hills NSW 2147
Telephone: 9622 2136 Facsimile: 9831 6437 Email: sevenhillw-p.school@det.nsw.edu.au



A Proud PBL School (Positive Behaviour for Learning)