

57 Ratcliffe Crescent, Florey ACT 2615  
PO Box 223, Kippax ACT 2615

Telephone (02) 6142 2730  
Website: [www.floreyps.act.edu.au](http://www.floreyps.act.edu.au)

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31 July 2020

Dear Parents/Carers,

From Monday 20 July 2020 The Education Directorate will be following up on any unexplained absences for students. Below are the new requirements for all families.

If your student arrives after the bell at 9:00am they are required to sign in at the office and present a late slip to the class teacher. They DO NOT require a parent to notify the school as to the reason for being late.

If the arrives after 9:10am they are required to sign in at the office with a parent/carer and present a late slip to the class teacher. If a parent/carer cannot come to the office with the student they must either email the school on [admin@floreyps.act.edu.au](mailto:admin@floreyps.act.edu.au) or call 6142 2730 and give an authorised reason for the late arrival.

If the student is away for the whole day we must be notified via email to the above email address, by phone or via the Florey Primary School app which is available from your app store.

Examples of authorised reasons are as follows:

- Student on an excursion
- Sick
- Medical appointment
- Cultural

Examples of unauthorised reasons are as follows:

- Absences due to repeatedly running late
- Too tired
- Slept in
- Baby in the home
- Dropping of other sibling to another school

We encourage you to contact the school or visit the ACT Education Directorate's website at: <http://www.education.act.gov.au> for more information about the responsibilities of parents/carers in relation to the school attendance of students.

If you are having issues regarding the full-time attendance of your child, it is important that you contact me as soon as possible.

Meegan Stuart  
Principal  
Florey Primary School