School Attendance and your Child
Tel: 9305-2033

2005

To keep accurate records of attendance.
To keep all parent notices regarding absences.
To ring parents if students are absent for 3 consecutive days without notification.
To inform the welfare officer if absences are frequent and are causing concern.

Staff to contact if you have any concerns regarding your child and school attendance.

Welfare Officer: Mr. Morry Guercio
9305 2033
Principal: Mr. Kevin Pope
9305 2033
Assistant Principal: Mr. David Rumble
9305 2033

Don't be late, Mate!

Meadow Heights Primary School
It is very important that students arrive to school 5 minutes before the bell. Why?

1. They have the chance to unpack their belongings and say hello to their friends.
2. They have time to put their lunch orders, readers and homework in the appropriate tubs.
3. They are ready to start the session at 9:00 am exactly and are not flustered.
4. They are more comfortable because they are in attendance when the daily routine is explained and learning has commenced.
5. They do not disrupt teachers and students who have already settled into work.
6. They get into the habit of punctuality which is important in all aspects of life.

**PROCESS - IF YOUR CHILD IS LATE**

1. Go to the office to get a late pass
2. Information regarding time and date will be placed on the computer.
3. Take the late pass to your child’s teacher
4. Reassure your child that you will work hard to...