



Procedures for Student Leave Requests

For leave of 1-5 days, the student's parent/caregiver emails the absence officer at absences@shcs.school.nz and the student's Dean. For leave of more than 5 days, the student's parent/caregiver contacts the Principal in writing requesting leave. There must be a legitimate reason for the leave being requested. The Principal will reply to the parent/caregiver, also copying in the Dean and Student Office for attendance purposes.

It is the responsibility of the student to approach staff well in advance if they wish to organise extra work to take away with them. Students must also check Google Classroom as work completed in class may be posted there during their absence.

Students at all year levels are expected to catch up on work missed as can be reasonably expected. This becomes particularly important for students seeking external qualifications.

Students attending NCEA Level 1 - 3 classes are responsible for checking the school's assessment statement as published in the Assessment Handbook, as to how absence from class may impact on their internal and external requirements for national qualifications. Extensions need to be sought for internally assessed components on the appropriate form well before departure. The Assessment Handbook is located on the student homepage.

Absence from School - how to catch up on missed classes

1. All students should have a buddy that they have organised in each class so when the student is absent the buddy can collect any sheets handed out by the classroom teacher. The student should also photocopy any notes missed from the buddy.
2. The student should check Google Classroom for additional information.
3. It is the student's responsibility to spend time at home or during study going over the photocopied notes and sheets.
4. If the student is still having difficulty with the missed work they could attend a tutorial or make an appointment to meet with the subject teacher.

Students returning from an absence must expect that the teaching programme has continued in their absence. Parents are asked to consider the disruption to class and student learning before requesting leave for their daughter. Many of these absences are for legitimate reasons but students need to consider the impact of classes missed, especially in their senior years.

ST. HILDA'S COLLEGIATE SCHOOL

2 Cobden Street, Dunedin 9016

Email admin@shcs.school.nz Phone 03 477 0989 www.shcs.school.nz