



Pittwater House

Attendance Procedure for Remote Learning

25 March 2020

Dear Parents and Guardians,

As per Monday's communication to parents we are following the NSW State Premiers advice and encouraging families to keep their children at home and learning will be through remote learning delivery. In line with this advice, the School will continue to remain open for those parents in essential jobs who need to send their children to school. Students who come to school will still be supervised, but they will be learning in a remote learning capacity.

In order to ensure we are certain of each student's attendance permissions we require parental notification if they are keeping their children at home to engage in remote learning. If you have not informed the School, please complete the Absence Notification Skoolbag form and select 'Other'. Please also include a description to indicate they are remote learning.

We are unable to accept an indefinite timeframe for your child's absence, you will need to inform the School the date range your child will be home on self-isolation. This can be done day by day or in blocks of time until the end of term.

Students on remote learning will be recorded in Edumate as a non-reportable absence on a 'Flexible Timetable' with the expectation that school work is being completed from home.

If your child is unable to complete school work due to sickness, whilst in self-isolation please complete an Absence Notification Form on Skoolbag and select 'Sick' or email attendance@tphs.nsw.edu.au.

Any time your child's situation changes can you please advise the school.

Yours sincerely,
Pittwater House Attendance Administration

Ref: CO