



Marian Catholic College Kenthurst

WHO TO CONTACT AT THE SCHOOL

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| Financial Matters | <ul style="list-style-type: none">• Finance Secretary in the first instance• Business Manager |
| Short Absences
(fewer than two days) | <ul style="list-style-type: none">• Return SMS message to College Reception may be used instead of a note• Homeroom Teacher – a note on your son's / daughter's return accompanied by a Doctor's Certificate if the absence is more than two days |
| Longer Absences
(two days or more due to illness) | <ul style="list-style-type: none">• Homeroom Teacher (please phone by 8.45am) – a note upon your son's/daughter's return accompanied by a Doctor's Certificate will be required.• Year Leader of Learning (please phone by 8.45am) |
| Planned Leave
(less than 5 days) | <ul style="list-style-type: none">• Letter to the Leader of Learning - Pastoral Care requesting permission at least two weeks prior to the planned leave |
| Planned Leave
(5 days or more) | <ul style="list-style-type: none">• Application for extended leave form A.1 to be completed for Principal's approval at least six weeks prior to the planned leave• Application for Exemption from Attendance at School for Principal's approval |

As a general rule, family holidays during school time are strongly discouraged, particularly in Years 10, 11 and 12, because they impact on NESA mandatory requirements. The school is unable to accept responsibility for the work students miss while taking holidays during term time.

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| Academic Progress /
Subject Related
Issues | <ul style="list-style-type: none">• Subject Teacher (in the first instance)• KLA Leader of Learning• Leader of Learning - Curriculum• Assistant Principal |
| Lost Property | <ul style="list-style-type: none">• Student Foyer |

**Assessment Tasks /
Examinations**

- **Absence from an assessment task** - KLA Leader of Learning (phone by 8.45 am)
- **Absence from an Examination** - Year Leader of Learning (phone by 8.45am)

**Personal and Family
Matters / Pastoral
Care Matters**

- Homeroom Teacher
- Year Leader of Learning
- Leader of Learning - Pastoral Care
- School Counsellor
- Assistant Principal/Principal

Careers Advice

- Careers Advisor

Enrolments

- Enrolments Officer

Complaint Handling
(See College Website
for details)

- Deal with the situation at College Reception
- Referral to relevant Leader of Learning, Assistant Principal, Principal, Catholic Education Office 9840 5600