THE DET GUIDE TO ON-SITE ATTENDANCE

GKPS STUDENTS REQUIRING ON-SITE TEACHING AND LEARNING DUE TO PARENT AND CARER EMPLOYMENT ARRANGEMENTS

Parents and carers who require their child to attend on-site school learning will need to **complete an on-site attendance application form in the week prior to their child attending on-site. (A new form needs to be completed every week)**

OUR MANAGEMENT APPROACH

- Remote teaching and learning programs are in place for Term 2 to enable all students to participate in schooling.

- Schools will continue to offer on-site programs for eligible students during regular school operating hours.

- Attendance needs to be considered by families and carers with respect to their personal situation and the directive from DET:

  All students who can learn at home must learn from home. This is a very clear directive by the Victorian Government based on the **advice of the Chief Health Officer.**

  All students will be learning from home, *except* for children on days when they are not able to be supervised at home and no other arrangements can be made.

- **The On-site Attendance Application Form** requires families/carers to indicate the days or part-days they require their child/ren to attend school on-site

- **The On-site Attendance Application Form** needs to be returned **every week** in digital form (email: glen.katherine.ps@edumail.vic.gov.au). See important timeline below.

OUR CONFIRMATION PROCESS

- On receipt of the form submitted by the parent/carer, the application will be reviewed. This may require a phone conversation with the parent/carer.

- If requests meet the threshold of the student being on-site, confirmation of attendance with the parents/carers will occur via email..

TIMELINES

Schools need to determine attendance in advance each week to support adequate staffing.

- **BY 3PM THURSDAY**: Parents or carers to provide application form and evidence for required days/times the following week.

- **BY 4.30pm FRIDAY**: School to confirm arrangements with parents/carers. .