





University of Canberra High School Kaleen

Dear Parents / Carers,

The beginning of term two has brought with it updated requirements of schools to monitor student attendance in the remote learning environment. Pastoral Care (PC) teachers are now recording, on a daily basis, any contact they have established with students, parents or carers. Contact with students can be established using a range of different strategies:

	Student check in through PC Google Classroom, video conferencing platform (i.e. Google Meet), participating in a chat, accessing daily PC activity.
	PC teacher or Student Attendance Officer has verbal response from a parent/carer or independent student. This can include a phone call, voicemail or video conference.
	Email has been received from parent/carer or independent student by PC teacher or Student Attendance Officer (UCHSKaleen.Rolls@ed.act.edu.au).
	Parent/carer has sent an SMS message in response to school SMS alert.

PC check ins will occur between 10:00am – 10:15am daily (as outline in attached Term 2 Schedule). However, any written or verbal contact from students, parents or carers with PC teachers or our Student Attendance Officer prior to 12:00pm will be included on the official roll. Where no contact has been established families, will receive a daily text message and email stating:

You are receiving this message as your child's school teacher has been unable to contact your child (student name) or you this morning as part of the daily check in for remote learning. Daily contact is important to support connection to school, student wellbeing and learning from home. Please contact us on 6142 0484 so that we can mark/correct your child's participation.

We recognise that some students and families may experience difficulty engaging with PC check ins each morning or making contact prior to 12:00pm each day. If your family is in this position could you please make contact with our Student Attendance Officer, Petra Niesar, on 61420484 to make alternative arrangements.

Kind Regards,

Daniel Mowbray
Principal

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