Absentee/Sign In & Out Procedure

If your child or children are going to be absent from school for any reason, it is important that the following procedure is followed:

Parents/Guardians are asked to contact Student Reception, rather than the class teacher of all absentees by 8am.

This can be done via –

- The College App (downloadable at http://www.stbrigidswa.edu.au/)
- Phone – (08) 9290 4256
- Email – studentreception@stbrigidswa.edu.au
- In person – at Student Reception

If notification has not been received, all families from Pre-Kindergarten to Year Twelve will be notified of any unexplained absence via SMS (or phone call). This will assist our Student Reception Staff in ensuring that we maintain accurate records of your child’s attendance at school.

All students who leave the College premises during the day to attend appointments or are unwell, must be signed out by a Parent/Guardian through Student Reception.

Late arrivals (students arriving after 8:50am), likewise must be signed in by a Parent/Guardian through Student Reception.

We appreciate your support with this important procedure.

Dr Amelia Toffoli
College Principal