



Parafield Gardens High School

15 Shepherdson Road
Parafield Gardens
SA 5107
Australia

Phone: 08 8258 9855
Fax: 08 8281 5853
Email: dl.1137.info@schools.sa.edu.au
Website: www.pghs.sa.edu.au

Quality Learning Quality Futures

Dear Parents / Caregivers,

07/02/2018

SMS Attendance System

At the end of 2017, the school trialled an SMS Attendance Program with the year 8 & 9 cohorts. The aim of the process was to build a quicker and more efficient way of communicating any attendance issues. This included:

- Informing parents / caregivers of student absences
- Supporting parents / caregivers to quickly notify the school about their child's absence
- Improving student attendance
- Supporting every child's engagement in learning.

During and after the trial the school reviewed the response rate, sought feedback and reviewed processes on how the program was run. Overall feedback and response rates were positive with many people requesting we use the program in 2018.

Beginning at the start of Week 3 the SMS Attendance System will be implemented for all year levels.

The following steps will help us work together to ensure the program is successful:

- 1) Contact the school if your primary contact person's mobile number has changed. We will use this number and person as the attendance contact for your child.
- 2) From Monday Week 3, Term 1 an SMS will be sent at the end of lesson 1 (approx. 10:00 am) to the primary contact if your child has not attended first lesson.
- 3) If you are aware of your child's absence please reply to the message with a reason and brief details. E.g. ill with a cold.
- 4) If you are unaware of your child's absence you can:
 - a. Contact your child immediately. If you are able to make contact your child, SMS the school if approved absence or via phone if unapproved absence.
 - b. Speak to your child after school and reply to the SMS message with the reason for their absence.
- 5) If you are not able to reply via SMS, please write a note in the student's diary or phone the school.
- 6) Contact the school if you have any questions on (08) 8258 9855.

Throughout the trial we have worked to solve problems identified through feedback. However, during the implementation of the program there may be issues with some part of the processes. If you become aware of an issue please contact the school via phone to provide feedback. We thank you for your understanding and support of this new attendance process.

If you would like more information or have questions about the SMS Attendance System please contact Brad Stubing on (08) 8258 9855.

Brad Stubing
Assistant Principal
Wellbeing & Improvement Education

Martin Lippett
Principal