



# Parent Tip Sheet 4. Student Engagement

## Attendance

In Victoria education is compulsory for children aged between six and 17 years. It is expected that they will attend school every day of each term.

If your child is absent because they are sick or have an appointment, the school needs to know when they will be away and why they will be absent. Your child can deliver a note to let the school office, year-level coordinator or home-room teacher know in advance or, where appropriate, upon return to school.

If your child is going to be absent from school for a number of days you should discuss the possibility of getting some class work from your child's teachers so that no learning is missed.

Contact the school if you have concerns about your child's attendance. Ask the school how it informs parents if their child is absent. Many schools now telephone parents or send them a mobile text message.



## Timetables

Your child's timetable will list classroom numbers. It helps if your child has attended the school orientation day and already has some understanding of the layout of their new school before they start.

You could also ask at the front office for a school map.

It is a good idea to make a few copies of your child's timetable to keep on the fridge, in their student diary and in books for each subject.

### Handy Hint

Get your child to colour-code the subjects on their timetable and cover the books in a matching colour, to avoid confusion.

