How parents/guardians can help the school with attendance and the SMS service.

Hampton is taking important steps to benefit your child. This is a shared responsibility and parent/guardian assistance is required and appreciated.

1. **Keep your contact details up to date**
   Make sure the school has your current mobile number and other contact details (home phone and address).

2. **Notify the school in advance when your child is absent**
   If you notify the school as soon as you know your child will be absent, the school will know your child is safe, and will not need to contact you.
   An SMS text message sent to the school on 0407 192197 is the best way to do this, or if you don’t have a mobile you can phone the school on 9270 5797 or 9270 5700.

3. **Early Leaving Pass**
   If your child needs to leave early for an appointment or family matters, it is required that a note is sent with the child and they sign out at Student Services to be issued with a leaving pass. This should be done in the morning before or after the first period.
   If a student returns to school after their appointment they are required to sign back in.

4. **Late arrivals**
   If your child arrives late to school they are required to sign in at Student Services and it is required that they provide a note stating an acceptable reason for being late.

5. **Absent from period 1**
   If your child is marked absent in period 1 and the school does not receive notification, or the student does not sign in before 11.00am an SMS message will be sent to the Parent/Guardians mobile.

6. **Respond to the messages from the school**
   If you receive an absence message from the school, please respond via return SMS or phone. The school needs to know why your child is absent.

7. **Prolonged absence (extended holiday/other family commitments)**
   A clearance form for prolonged absences will only be issued in exceptional circumstances when a letter from parents/guardians is received well in advance.

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**SMS: 0407 192197 (text messages only)**
**PHONE: 9270 5797 or 9270 5700**