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| **If your child**  |
| * Will be away from school for a planned period (more than 2 days of school)
* Will be on home leave or furlough with you (note that a retainer fee is charged per term)
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| Teachers are not obligated to provide school work for your child, but they may do so if they think it is necessary and have adequate time to prepare it. (2 weeks minimum advance notice) If work has been provided, it is the parent’s responsibility to return the child to school with the work completed. |
|  |
| Student Name: |  | Year: |  |
| Student Name: |  | Year: |  |
| Date of last day at school: |  | Date of first day back to school: |  |
| Reason for Absence: |  |
|  |
| Parent Name: |  | Parent Signature: |  |
|  |
| **✂** |  | **✂** |  |
|  |  |
| **If parents will be away** |
| Therefore your child will be under the care of someone else  |
| Student Name |  | Year |  |
| Dates of Parent Absence: from |  | to |  |
| Caretaker’s Name |  | Contact No. |  |
| Where will the student be staying? |  |
| Emergency Contact number for Parents |  |
|  |
| ***We will only contact you in case of extreme emergency. The caretaker will be the first contact*** |
|  |
| Signed |  |  |
| Any extra details: |
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