



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Date of letter

Dear **First Name**

Re: withdrawal from school for extended holiday

Thank you for informing the College of **XXXX**'s proposed extended absence of 5 or more days. The College does not endorse taking students out of school for holidays, however we do respect your right to make decisions regarding your child's attendance. Our experience suggests that any time away from class will impact on student learning as most learning is sequential.

Please note the following points and discuss them with your child:

- Course outlines are available to students via SEQTA, and students are encouraged to keep up to date where possible.
- Teaching staff will not be able to provide specific work to students while absent for extended periods.
- Assignment-type assessments may be submitted **before** the given deadline, that is, prior to departure, or submitted electronically during the student's absence.
- Assessments **will not** be accepted after the due date.
- Assessments in the form of tests and exams **will not** be rescheduled to accommodate student absence, and thus will be graded with a score of **zero**.
- Where a student has received a score of zero (either due to a non-submission of an assignment by the due date or being absent from a test or exam), this will contribute to their overall score for the Semester.

In the future, we would respectfully request that every effort be made to arrange family holidays during the designated school breaks.

Sincerely

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Deputy Principal
Learning and Teaching

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Director
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