

## **PROCEDURE REGARDING ABSENTEEISM DURING ASSESSMENT SERIES JUNE/JULY 2021**

- Registration for all learners will take place every morning.

### **VENUES**

Grade 8 – Hollely Quad

Grade 9 – Grass Quad

Grade 10 – North Quad

Grade 11 – Drama Room

Grade 12 – Field behind Blake Hall

- All absentees must be clearly indicated on the register or subject list and sent to secretary's office.
- In grades 8 and 9 register lists will be used to record the absentees.
- In grades 10 to 12 subject lists will be used to record the absentees.
- The parents of learners absent from an assessment, will be contacted by the office.
- These parents will be informed – they will need to collect a hard copy of the assessment, on the same day as the assessment, between 11H00 and 15H00.
- The learning area/subject heads must furnish Mrs McLeod with at least 10 copies of all assessments before the date of a particular assessment.
- Mrs McLeod will then place the assessment in a clearly marked envelope and hand it to the front office for collection.
- The assessment needs to be written on the same day, under exam conditions and returned to school the following day by 09H00.
- 7<sup>th</sup> and 8<sup>th</sup> July will be a normal school day, ending at 14H15
- 9<sup>th</sup> July reports are handed out at 12H00 and learners are then dismissed

### **INFORMATION TO PARENTS REGARDING ABSENCE DURING ASSESSMENT**

- Parents need to collect a hard copy of the assessment on the same day as the assessment, between 11H00 and 15H00.
- Copies of the assessment will be placed in an envelope, clearly marked, and must be collected from the front office.
- The assessment needs to be written on the same day, under exam conditions, and returned to school the following day by 09H00.