



# TOONGABBIE CHRISTIAN COLLEGE

## ▪ If your child is absent ▪

### On the day

Parents/Carers need to notify the College of their child's absence by 9:15am on the day of the absence in one of the following ways:

- **Phone**      **8863 2952**
- **Email**      **[attendance@tcc.nsw.edu.au](mailto:attendance@tcc.nsw.edu.au)**
- **Send**      **a note to the College Office**
- **SMS**      **0476 857 215**

The note or email must include the student's name, class, date and explanation for absence.

### If you know about the absence in advance

Please complete the relevant forms available on the College website [tcc.nsw.edu.au](http://tcc.nsw.edu.au) by clicking on the **Late/Absence** icon.

### If your child is late

Upon arrival, late Primary and Secondary students must sign in at the College Office.

Please remember to provide an explanation by 9:15am the next day.

**CENTRED IN CHRIST**