Student Absence Procedure

Simplified Version In Residence or Homestay

Curfew time for Under 18's is:



11:00 PM

Friday and Saturday



10:30 PM

Sunday to Thursday

By that time, you must be in your room or kitchen.

REMEMBER!

After you return from afternoon or evening activities, you must remain at your homestay or residence.

If you need something (e.g. to buy something at the supermarket) you must ask your host or a group leader! If student/s do not return after afternoon / evening activities, or, if the student/s do not return in time for curfew, Activity Leaders will inform the Centre Manager

(if in Homestay, hosts have been advised to contact the LiA Emergency phone number).



The Centre Management staff will then try contacting the student (or the agency group leader if part of a group) by telephone.



If they cannot locate the student within 1 hour they will contact the parent/guardian.



If the student cannot be located within 1,30 hours after missing the afternoon / evening activities or missing the curfew, the school will contact the Police.

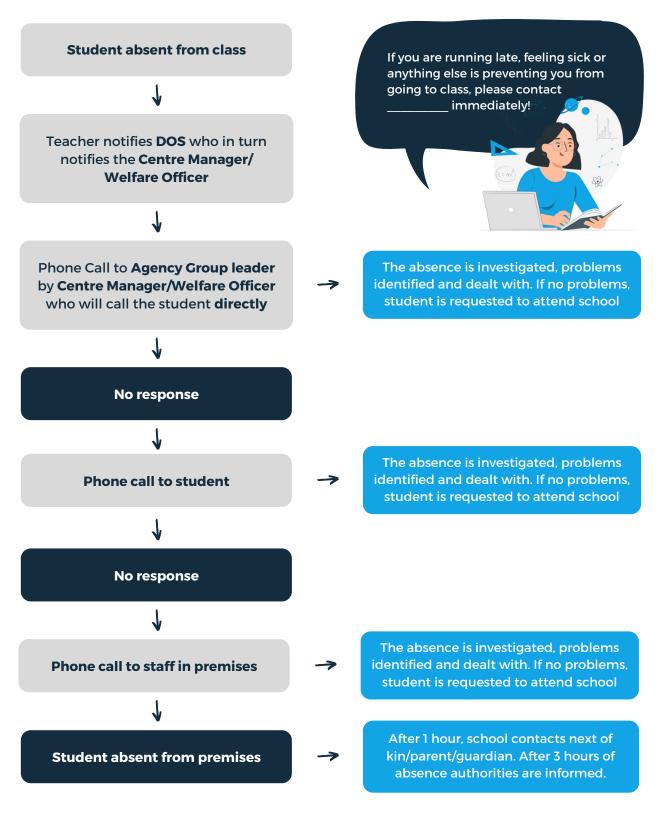






Student Absence Procedure

Simplified Version In Class





Student Absence Procedure

Simplified Version On excursion

LiA staff will always tell you where the meeting point is and what to do if get lost!

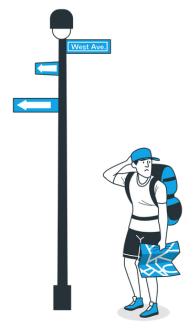
If you get lost during a trip, please follow the steps:

Call your agency Group Leader or your friends

Go to the meeting point and wait for the group

Call the LiA Emergency Number

Find a policeman and show some identification as a LiA student (on the Lanyard ID card)



Staff conducts regular head counts, particularly at arrival and departure points, and when separating and reforming groups Student absent on excursion LiA Activity Leaders tell Agency Group Leader to call the student directly and inform Centre Management Staff immediately No response LIA Activity Leader / agency GL remain at the meeting point while **Centre Management Staff** keeps trying to contact the student. Student not located within 1 hour Phone call to parents/quardians to inform them that the child is missing Student not located within 2 hours during the day, or I hour and a half during the evening or night School contacts local police



for assistance

