

4.3.2022

Dear parents and guardians,

As the number of positive cases of COVID-19 increase across the state, we have experienced gradually increasing numbers of positive cases at the College. I would like to acknowledge those of you who have informed us promptly of your child's positive test result. This has enabled us to determine and inform any close contacts of these cases to ensure the appropriate testing and isolation can take place.

If your child tests positive for COVID-19, please email us as soon as possible at [covid@lumen.wa.edu.au](mailto:covid@lumen.wa.edu.au). This email address is being constantly monitored. If your child has been informed by someone other than the College that they are a close contact, please inform us of their absence by informing students services at [studentservices@lumen.wa.edu.au](mailto:studentservices@lumen.wa.edu.au) or calling 9394 9345.

Unless your child is unwell, has been advised that they are a close contact of a positive case, or has a medical certificate indicating that they should not attend school, they are required to attend school as usual. This is important from both an educational and a wellbeing perspective. In line with required state government reporting procedures, those who are absent from school without a valid reason must be recorded as an unauthorised absence. I understand that there are individuals in the community with significant health issues, if you have any medical concerns about your child's attendance at school, I encourage you to discuss them with your GP or the relevant medical experts.

There has been questions raised by some students about the procedures surrounding missed assessments due to absence at this time. It is important to note that the reason for the absence will impact on the action taken, in regard to missed assessments. In order to support students who are required to isolate, there have been some minor amendments to the College Assessment Procedures. Please see the outline below for the current assessment guidelines in relation to missed assessments.

## **SITUATION**

### **Missed In-Class assessment due to approved absence.**

Either:

- Sit the assessment immediately upon returning to school up to and including one week following the scheduled date,(If students are absent due to medical reasons for more than one week, a medical certificate is required)

**OR**

- Receive a result reflecting their performance within the class calculated against other assessments (using the standardised score methodology calculated at the conclusion of the semester)

**OR**

(Option for 7-10 only) Be deemed exempt from that assessment and complete the assessment as a formative assessment for the purpose of learning.

## **SITUATION**

### **Missed In-Class assessment due to unapproved absence.**

- Sit the assessment immediately upon returning to school up to and including one week following the scheduled date,

(HOY to follow up on students who frequently miss assessments, and in consultation with the DP, Future missed assessments may be penalised by 30%. See below for calculation example.)

**OR**

A mark of zero is recorded if absence is longer than one week.

## **SITUATION**

### **Missed due date or Late Out-of-Class assessment task due to approved absence**

- The Out-of-Class assessment task must be submitted on or before the date of return.

## **SITUATION**

**Missed due date or Late Out-of-Class assessment task due to unapproved absence.**

- A penalty of 10% per day is applied up to a total of 50% (NB. Overdue over a weekend will be considered 2 days from Friday to Monday). In all circumstances, the Out-of-Class assessment task piece of work must be submitted.

For example, a mark of 20/30, when a 10% penalty is applied, the mark will become  $(20-2)/30 = 18/30$ .

The safety and wellbeing of our students is always our priority, as is showing care and support for all members of our community.

We hope you all enjoy the long weekend.

Kind Regards  
Lumen Christi College