

Extension to the Same-day Response Notice to Parents and Carers – sample letter [remove before circulating]

[Insert school letterhead]

[Date]

Dear [parent/carer name]

This notice is to inform you that the principal has issued an **extension to the same-day response** for your child, following on from the same-day response issued on [insert date].

An extension is a short-term measure that allows your child to access learning from home until it is safe for them to return to the school environment. This decision follows the initial same-day response and is based on the need to ensure the health, safety and wellbeing of your child and the school community.

Details of the extension

- **Reason:** [Provide a brief explanation, e.g. further information required, consultation with professionals, adjustments needed for safe return].
- **Duration:** [Insert number of days, up to five consecutive school days, inclusive of initial same-day response].
- **Expected return date:** [Insert date].

Learning arrangements

During this period, your child will:

- receive a **learning program** that includes key learning elements they will miss while away
- be supported by a **dedicated school contact**, who will:
 - check in with you and your child **at least once per day**
 - ensure the learning program is appropriate and accessible.

If you are unable to provide care at home during this period, please contact the school immediately. In extenuating circumstances, the school will arrange supervised onsite instruction in a safe space.

Next steps

Before your child returns to school, the principal [or delegate name, title] will:

- consult with you to prepare a Return to School Plan
- review and update the Student Safety Plan and/or Student Behaviour Support Plan
- discuss any advice received during the extension period and how it will be applied at school.

If you have any questions or require additional support, please contact:

- **School contact:** [Insert name and contact details].

Thank you for your continued cooperation in supporting a safe and positive learning environment.

Yours sincerely

[Principal or delegate]

Same-day Response

Information for Parents and Carers



Melbourne Archdiocese
Catholic Schools

What is a Same-day Response?

A Same-day Response is an **immediate safety measure** used by the school when an incident occurs that impacts the health, safety, or wellbeing of your child, other students, staff, or the school community.

It is designed to keep everyone safe while the school addresses the situation.

When is it used?

The Principal may initiate a Same-day Response if:

- there is a serious breach of school policies
- your child poses a risk to themselves
- your child poses a risk to others in the school community.

What does it involve?

Your child may be directed not to attend class for:

- the remainder of the current school day, and/or
- the following school day.

The maximum time away under a Same-day Response is **two consecutive school days**.

You will be contacted immediately:

- verbally** to explain the situation and arrange collection
- in writing within 24 hours**, outlining the reasons for the Same-day Response
- if immediate collection is not possible, your child will remain in a **safe, supervised space** at school until you arrive
- the absence will be recorded as an **approved absence**.

What is an Extension to the Same-day Response?

If, after the Same-day Response period, the school environment is still unsafe for your child to return, the Principal may issue an **Extension to the Same-day Response**.

Key points about the Extension to the Same-day Response

- It is a **short-term measure** to allow your child to learn from home until it is safe to return.
- It **cannot be issued on its own** – it follows a Same-day Response.
- The maximum time away under an extension (combined with the Same-Day Response) is **five consecutive school days**.

Why might an extension be needed?

- To gather more information about the incident.
- To consult with medical or other professionals involved in your child's care.
- To implement adjustments that support your child's safe return to school.

What will the school provide?

Written notification within **24 hours**, including:

A plan for your child to access learning from home.

A **dedicated school contact** who will check in daily and ensure the learning plan is suitable.

If you cannot provide care at home, the school will arrange **supervised onsite instruction** in a safe space.

Return to School

After a Same-day Response or Extension, the Principal will meet with you and your child to:

Review what happened.

Update the **Student Safety Plan** and/or **Student Behaviour Support Plan**.

Discuss any advice received during the extension period.

If risks remain unresolved, the Principal may consider further steps, including suspension.

Questions or Support

If you have any questions or need support during this process, please contact the school office or your dedicated school contact.