

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.

