



NEWSLETTER

Glenwood Public School



Week 4 Term 3

PBL Rule:

Be A Learner:

Ask the teacher for help

Week 4 Term 3

Smiling Mind Focus:

Making Decisions



Week 3 Term 3 Newsletter

Glenwood Public School Athletics Carnival

Congratulations to all the students who participated in yesterday's athletics carnival. The day was a wonderful success. Thank you and well done to Mrs Tuncer for organising the day. It was great to see our entire school, Kindergarten to Year 6, actively participating in a variety of athletic events.

Our successful students who will represent our school at Week 6's zone carnival will be shared in next week's newsletter.

Mini Fete

Next Thursday, Glenwood Public School will be hosting its annual Mini Fete to raise funds for the Year 6 Farewell. Students and teachers alike have been working hard to finalise their stalls and be ready for a day of fun.

Information has already been circulated for the event, with more information to be communicated next week before the event.

Thank you to Mrs Michael, Mrs Findlay and Mrs Nguyen for all their work behind the scenes to prep the Stage 3 students.

I'd also like to thank our community for the many donations they have made for the event. Your support of our school and our Year 6 students is greatly appreciated.

Girls Rugby League Stars

Congratulations to Michelle A and Angioletta V, who represented The Fields at the Sydney Southwest Regional Girls Rugby League Carnival. The Fields, with our two Glenwood representatives, went on to win the carnival, remaining undefeated throughout the entire tournament. Congratulations, girls! An amazing effort!

Additionally, Angioletta was selected for the Sydney Southwest Girls Rugby League team to play at the New South Wales state carnival next month. An impressive achievement. Congratulations, Angioletta!



Have a great weekend!

Mr J McInney

Principal



Happy Place, Happy Face - Tackling Lost Property!

Dear Parents and Guardians,

We are excited to announce the launch of our new school ambassador project, "Happy Place, Happy Face," aimed at addressing the ongoing concerns around lost property within our school community. As the school ambassador, I will be leading the charge to ensure that all students' belongings are easily identifiable and well cared for.

As part of this initiative, we will be hosting special labelling days where teachers will bring their classes to help us apply free labels to hats and jackets that currently do not have them. These labels are a simple yet effective way to reduce lost items and help our students keep track of their belongings.

Important Information:

Labelling Days: Week 4 (August 11th – 15th)

Monday- Kindergarten

Tuesday- Year 1 and 2

Wednesday- Years 3 and 4

Friday – Years 5 and 6

Labelling Guidelines: Please note that the labels applied should not be washed off on the night of application to ensure they adhere properly.

Opt-Out Option: If you prefer not to have a label placed on your child's clothing, please message your child's class teacher ahead of time.

In addition to labelling, we are also reorganising our lost property area to make it more accessible and efficient for students and parents. Our goal is to create a system that ensures lost items are returned to their rightful owners as quickly as possible.

We believe that by working together, we can create a happier and more organised school environment for everyone.

Thank you

Megan Griffiths

School Ambassador

Mrs Searle

Deputy Principal

Lost Property Project

'Happy Place, Happy Face'



Sapphire is sad because she lost her hat and jacket!



Sapphire is happy when she finds her hat and jacket with the new labels in the lost property area!

Time and date - Week 4 Lunch

August 11th - 15th

Monday August 11th - Kindergarten

Tuesday August 12th - Stage 1

Wednesday August 13th - Stage 2

Friday August 15th - Stage 3



Megan Griffiths
School Ambassador

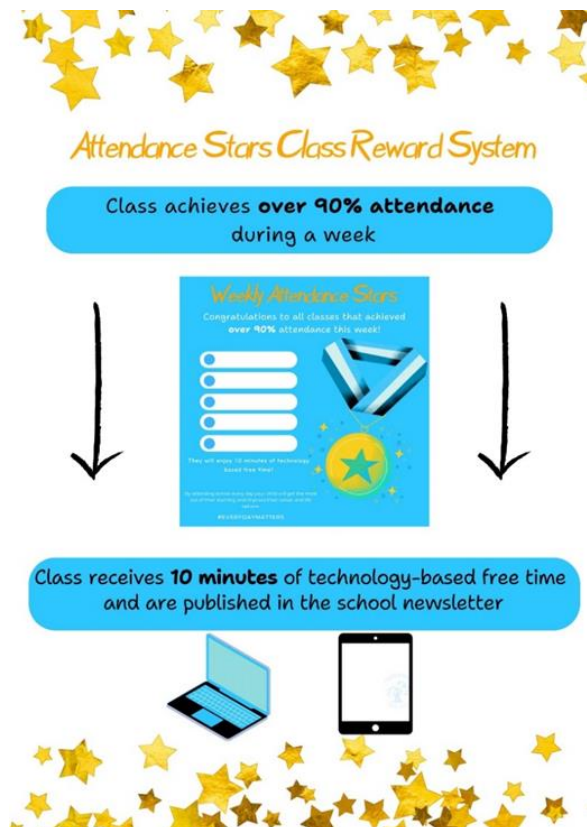
Attendance Information

As part of the Department of Education and Glenwood Public School's target of increasing student attendance, a new school reward system has been developed to celebrate students' attendance at school. Below are some infographics explaining the school's individual student attendance reward system. Our target is for students to attend school at a minimum of 90% of the time. This equates to missing, at most, 5 days of school per term.

Along with the tracking and rewarding of each student's attendance, classes will also be celebrated each week, with classes that attend at 90% or more being published weekly in the newsletter. A part of their reward will be 10 minutes of technology-based free time.

These new initiatives form part of our whole-school approach to celebrating and emphasising the importance of attending school.

Thank you to Mrs Edwards, our school attendance coordinator, for her tireless effort to devise and implement this new school strategy.

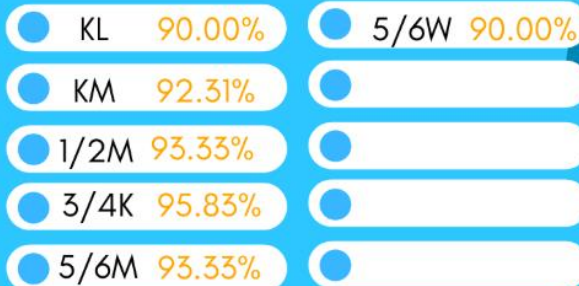


Week 1 Term 3 Class Attendance Stars

Well done to these classes who, as a class, have attended school over 90% this week.

Week 2 Attendance Stars

Congratulations to all classes that achieved
over 90% attendance this week!



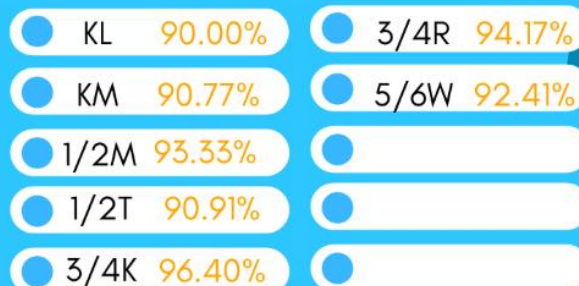
They will enjoy 10 minutes of technology based free time!

By attending school every day your child will get the most out of their learning and improve their career and life options.

#EVERYDAYMATTERS

Week 3 Attendance Stars

Congratulations to all classes that achieved
over 90% attendance this week!



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By attending school every day your child will get the most out of their learning and improve their career and life options.

#EVERYDAYMATTERS



Compulsory school attendance

| Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my Legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling.

Once enrolled, children are required to attend school each day it is open for students.

The Importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

My child won't go to school what should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- **Compulsory Schooling Conferences**

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- **Application to the Children's Court – Compulsory Schooling Order**

If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- **Prosecution in the Local Court**

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

Working in Partnership

The NSW Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

Days missed = years lost

A day here and there doesn't seem like much, but...



More information

Further Information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

Please visit the Department of Education's Policy Library AND The Department's Attendance Matters Website

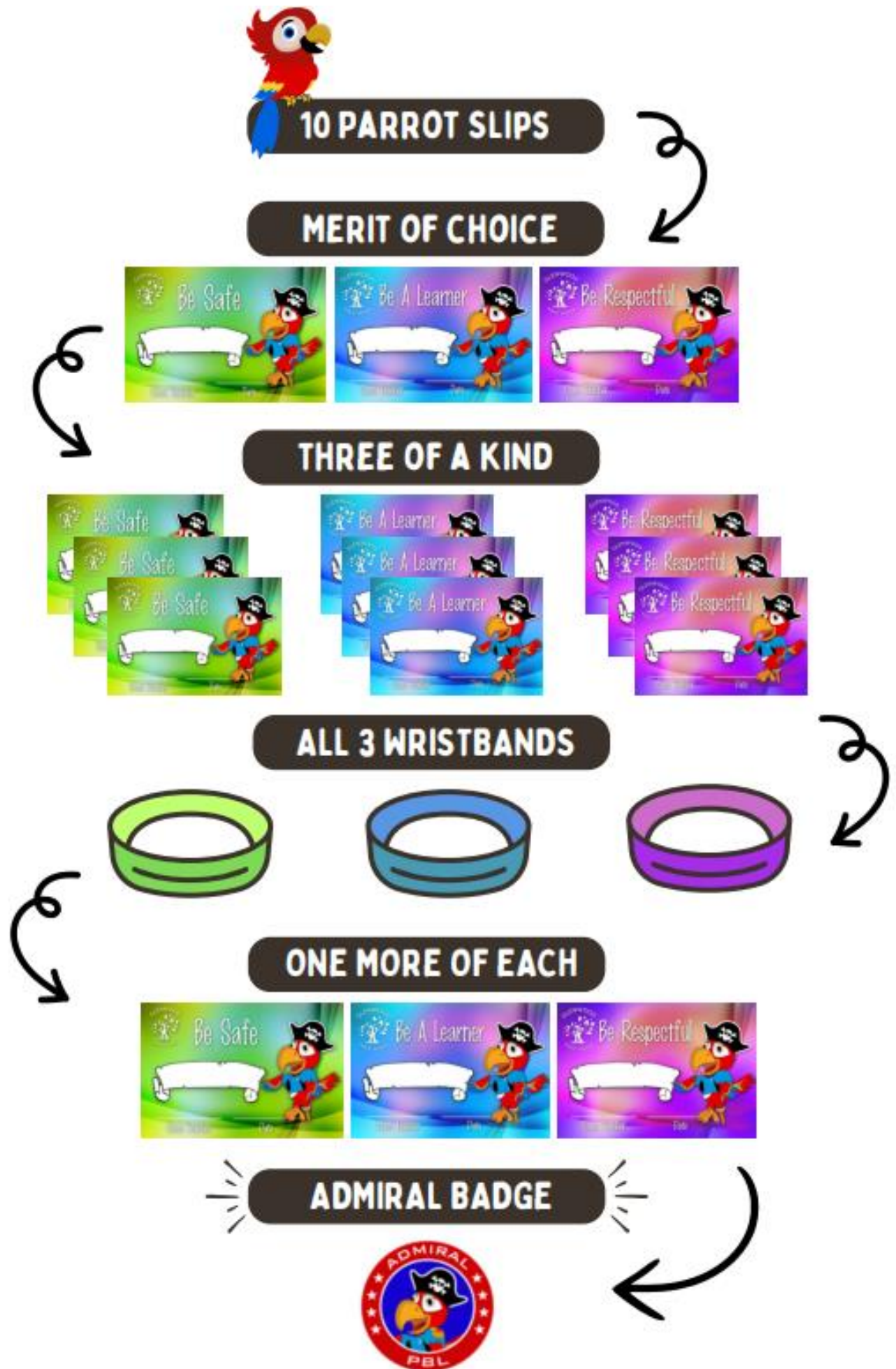
The school leaving age:

Please visit the Department of Education's Wellbeing and Learning website

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on **131 450**. You will not be charged for this service.









You're invited to
STORYTIME
For little people

Hosted by
our Library
Monitors

When: Fridays

From 2:30pm to 3:00pm

Where: In the library

An adult carer must stay
with the child.



Share a story, craft and play

P&C News

Glenwood Public School P&C Association Minutes for the Meeting held Monday, 28th July 2025

Present: Karen Clark, Kristina Risteska, Cynthia Jernita, Felicity Lynden, Justine Henley, Lindsay Wood, Erin Wood, Jacki Payer, Jay McInney (Principal)

Apologies: Jade Phillips, Robyn Ashley

Meeting Open & Welcome: 6 pm with a welcome to everyone and a thank you to Kristina for the food.

Minutes from Last Meeting: accepted by Karen, seconded by Kristina

Business arising from previous minutes:

1. P&C Monster Mid-Year Raffle – went live mid-June. Many thanks to Justine for setting it up online. Tested – easy to add in paper sales. Karen chased and eventually got the \$180 voucher from Crossroads Bistro – thank you
The draw is scheduled for Monday, 22nd September, which is the Monday after the school biennial concert. We will try to sell the last lot of tickets and make announcements at the start and interval of the concert. Karen has asked Mrs Harper to put it on the school Facebook page. As of today, we have sold 160 tickets (\$293.00)
We need to promote better suggestions raised and agreed upon were as follows:
 - a) That we sent a flyer home with each student, with this flyer having the bar code, ticket prices, plus pictures of the first 3 prizes.
 - b) We sell tickets at the Bunnings BBQ on 13th September – Karen will check with Bunnings Leppington if this can occur
 - c) Send the flyer to Erin to put on the P&C Facebook page.
2. Canteen menu - new items added and burgers and sandwich prices have been increased by 50 cents. New menu in place from Monday, 23rd June. Doesn't seem to have affected sales too much. No further action required.
3. Exploration of online accounting software option to assist with the treasurer position –not an option now. No further action required.
4. A question was asked if there was anything specific we could do for students on top of what we already do. Discussions that we:
 - a) Do a Halloween dress up with gold coin donation and disco on Friday, 31st October. Noted we have glow sticks we could also give out.
 - b) Top up the SRC "wear pjs" fund-raising event with money going towards play equipment for recess and lunch. Jay will ask the SRC to put a proposal to the P&C in writing.

Correspondence (in/out) – as per separate sheet.

1. Found that several Lupco (uniform) invoices were missed, as I went to the Treasurer's spam folder, which automatically empties every month.
2. Noted that there is a lot of unnecessary correspondence (fundraising marketing) coming in, especially to the Treasurer's email. Jacki has unsubscribed from sites we have not used in years.

Actions Arising from Correspondence:

1. Outstanding Lupco invoices are all paid.

Reports:

1. Principal:

- a) NAPLAN results – the school did quite well, showing that the new program is having a positive impact. Individual outcomes have been sent to parents. The School Director advised that he was pleased with the outcome.
- b) The staff development day looked at the morning program to become a vehicle to drive home grammar
- c) The car park and bin area have been updated
- d) Bathrooms have been updated
- e) New drink refill stations are being installed, one in the staff room, the other under the COLA near the wall
- f) The year 6 mini fete is being held on 14th August
- g) The new Library position will be 3 days/week FT. Interview panel assembled, result due in the coming weeks
- h) The school audit result was positive, highly commended. School procurement process to be further refined – the department wants the school to adopt the latest system for a more efficient paper trail
- i) Bi-annual concert preparations are underway

2. Treasurer: report tabled:

- a) Our term deposit is giving us more interest
- b) Account balance just under \$6,000 less than last meeting – due to payment of the outstanding Lupco invoices.
- c) Overall P&C is still viable with over \$21,000 in our accounts.

3. Uniforms:

- a) Suggestion we get caps for students. Noted that hats are supposed to have brims. Noted that we have 200 hats in the uniform room, so will not pursue caps at this time. School encourages a “no hat, play in shade” policy so as not to disadvantage any student.
- b) Selling second-hand uniforms – previously, Kristina has held a 2nd hand uniform stall; however, some thought about Kelly selling them. Jay prefers that this stay with the P&C, and will discuss with Kristina tomorrow after speaking with Kelly.

4. Fundraising

- a. Mother's Day stall was successful (made \$851) – thank you to our committee helpers (Robyn, Felicity, Erin, Cynthia), we can't do the stall without you
- b. Sushi lunch pack for end of term 2 – not as many orders as previous event (\$229.00), however, also made \$221.40 through order sales, leftovers and lollies sold over the counter
- c. Parent/teacher conversation night – we made \$390.00. Very quiet night; however, we did sell a few raffle tickets. Leftover sausage sandwiches were sold over the canteen counter the next day.
- d. Father's Day (7th September) stall date will be Tuesday, 2nd September - 11.45 am to 1.30 pm. Siblings and the “Got Sport” group will go first. Jade can help out on Tuesdays; however will need more helpers. Kristina has started to order items
- e. End of term 3 sausage lunch pack day will be Wednesday, 24th September, as the last day of term 3 is 26th September
- f. The next Bunnings BBQ is Saturday, 13th September at Leppington Bunnings. Put out a request for soft drink donations.
- g. Bi-annual concert will be held on Thursday, 18th September – 6.30 – 8.30 pm. Jay will source out what time we can be on site and the equipment James Meehan High School will provide. We will sell sausages, soft drinks, chocolates, lollies and raffle tickets. Cash and EFTPOS sales.
- h. Other fundraising suggestion was chocolates – explore cost, minimum order with possible sales by committee members and at the concert.

5. General Business:

- a. Bunnings Crossroads closure – Karen went to the information night on 15/5/25. She has booked our 13 September BBQ at Leppington and the 12 December one at Campbelltown stores. Thank you to Karen for spending the time ensuring we have the same dates. Bunnings gave a bag of goodies for the next BBQ. No further action required.
- b. Canteen tag and test. Pie warmer cord failed; however, Kristina managed to get a quick free fix and a re-test without interruption to canteen output. No further action required.
- c. Picture of P&C Committee (suggested by Felicity in May) was taken. To be posted in the weekly newsletter to promote P&C. No further action required.
- d. Felicity asked if any word as to the pedestrian crossing on Belmont Road. Jay advised that he will follow up as no word has been received.
- e. Gazebos for school gala days were raised again. Look into pop-up umbrella types.

6. Meeting Close: 7.23 pm

7. Next Meeting: Monday, 8th September 2025 – 6 pm in the library



P&C MONSTER RAFFLE

ONLINE TICKET SALES - USE QR CODE

1st Prize – Nintendo Switch Bundle (value \$500)

2nd Prize – Assorted Lego Pack (value \$260)

3rd Prize - Bunnings Voucher (value \$200)

4th- 18th Prizes are valued from \$150 to \$14

1 Ticket for \$2, 5 Tickets \$10, 8 Tickets \$15,

11 Tickets \$20, 17 Tickets \$30, 30 Tickets \$50, 70 Tickets \$100

RAFFLE SALES CLOSE 21ST SEPTEMBER

RAFFLE WILL BE DRAWN MONDAY 22ND SEPTEMBER,

WINNERS WILL BE NOTIFIED BY PHONE.



MONSTER P&C RAFFLE

ONLINE SALES (via the attached QR code)

Cash Sales (via the School Canteen)

1 ticket for \$2, 5 tickets for \$10, 8 tickets for \$15

11 tickets for \$20, 17 tickets for \$30,

30 tickets for \$50 & 70 tickets for \$100

RAFFLE SALES CLOSE 21ST SEPTEMBER

**RAFFLE WILL BE DRAWN MONDAY 22ND SEPTEMBER,
WINNERS WILL BE NOTIFIED BY PHONE.**



MONSTER P&C RAFFLE

**18 PRIZES TO BE WON RANGING
FROM \$500 TO \$14**

CASH & ON-LINE TICKET SALES

1 ticket for \$2, 5 tickets for \$10, 8 tickets for \$15

11 tickets for \$20, 17 tickets for \$30,

30 tickets for \$50 & 70 tickets for \$100

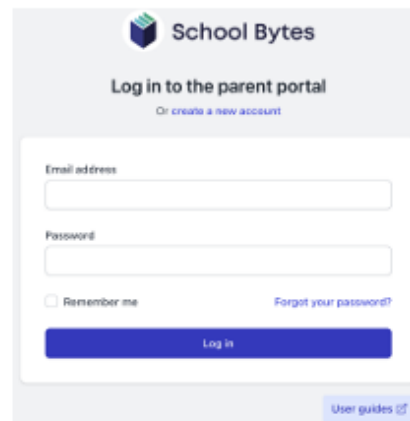
EVERYDAY SNACKS		GLENWOOD PUBLIC SCHOOL CANTEEN MENU	DRINKS	
E – BREAD STICKS	50c Each		E – WATER	\$3.00
E – JATZ (3pk)	50c Each		E – POPPER JUICE	\$2.00
E – AIR POPPED POPCORN	50 cents		(Apple, Apple Blackcurrant, Apple Raspberry & Tropical)	
E – CUSTARD CUP	\$2.00		E – UP & GO	\$3.00
E – SEASONAL FRUIT	\$2.00		(Strawberry, Chocolate, Vanilla & Banana)	
E – APPLE & SLINKY	\$2.00	ICE TREATS	E – NIPPY'S ICED MILK	\$3.00
E – APPLE SLINKY (BYO)	10 cents		(Chocolate & Strawberry)	
E – ORANGE WEDGES	\$2.00		E – CHILL J (Bottle)	\$3.00
E – WATERMELON CUP (Mini)	\$2.50		(Orange Passio, Watermelon, Lemonade, Grape, Apple Coola & Blueberry)	
E – FRUIT CUP (Mini)	\$2.50		E – GLEE SPARKLING FRUIT JUICE (Can)	
E – FRUIT CUP (Regular)	\$5.00		(Sour Watermelon, Tropical Treat, Bubble-gum Grape, Rockin' Raspberry)	\$3.00
E – CARROT STICKS	\$2.00		E – MIXED BERRY SMOOTHIE	\$5.00
E – CUCUMBER STICKS	\$2.00		E – BANANA OAT SMOOTHIE	\$5.00
OCCASSIONAL SNACKS		E – FROZEN WATERMELON	\$1.00	
O – JELLY CUPS (Tuesday Only)	\$2.00	E – SUNBURST	\$2.00	
O – PRETZELS	\$2.00	E – SNAP STICKS (GF)	\$2.00	
O – MAMEE NOODLE SNACKS (H)	\$2.00	(Blueberry, Grape, Strawberry, Raspberry, Pineapple & Tutti Frutti)		
O – CHOCOLATE MUFFIN (H)	\$3.00	E – ICE MONY	\$2.00	
O – SEA SALT CHIPS	\$2.50	(Blue Raspberry GF), Strawberry GF, Red Berry GF, Watermelon, Lemon Ice & Chocolate)		
		E – JUICE TUBES (GF)	\$2.50	
		(Lemonade, Orange, Tropical & Wildberry)		
		O – PADDLE POP	\$2.50	
		(Chocolate / Rainbow)		
		O – GELATO CUP	\$2.50	
		(Bubble-gum, Chocolate & Strawberry)		
			Lunch order bags 10 cents each (H) = Halal, (V) = Vegetarian, (GF) = Gluten Free E = Everyday Item O = Occasional Item	

BEFORE SCHOOL		OCCASSIONAL HOT FOOD		SANDWICHES	
E – UP & GO	\$3.00	O – CHICKEN BURGER	\$6.00	E – JAM	\$3.00
E – NIPPY'S FLAVOURED MILK	\$3.00	(with Lettuce & Mayo) (H)		E – CHEESE	\$3.00
E – HOT CHOCOLATE	\$2.00	- Additions (Cheese, Tomato)	50c Each	E – HAM	\$3.00
E – FLAVOURED MILK	\$2.00	O – CHEESE PIZZA (V)	\$5.50	E – CHICKEN	\$3.00
- CHOCOLATE		O – PIZZA SLAB (H)(Meat, BBQ Chicken)	\$5.50	E – CHEESE & TOMATO	\$3.50
- STRAWBERRY		O – NOODLE CUP (Chicken, Beef)	\$5.00	E – CHEESE & HAM	\$3.50
- BANANA		O – SAUSAGE ROLL (H)	\$4.00	E – CHEESE & CHICKEN	\$3.50
- CARAMEL		O – GARLIC BREAD (H)	\$4.00	E – CHEESE, HAM & TOMATO	\$4.00
E – SEASONAL FRUIT	\$2.00	O – PARTY PIES (H)	\$2.50	E – CHEESE, CHICKEN & TOMATO	\$4.00
E – CEREAL BOWL (Milo / Cheerio's)	\$2.00	O – POTATO GEMS (H) (V)	6 for \$2.00	E – CHEESE, TOMATO & LETTUCE	\$4.00
		O – VEGETABLE SPING ROLLS (H) (V)	80c Each	E – CHEESE, HAM, TOMATO & LETTUCE	\$4.50
		O – CHICKEN NUGGETS (H)	80c Each	E – CHEESE, CHICKEN, TOMATO & LETTUCE	\$4.50
				E – TUNA	\$3.50
				E – SWEET CHILLI TUNA	\$3.50
EVERYDAY HOT FOOD		TOASTIES		E – TUNA & CHEESE	\$4.00
E – BEEF BURGER (with Cheese) (H)	\$6.00	E – CHEESE	\$3.50	E – SWEET CHILLI TUNA & CHEESE	\$4.00
- Additions (Tomato, Lettuce)	50c Each	E – CHEESE & HAM	\$4.00	E – TUNA & MAYO	\$4.00
E – VEGGIE BURGER (with Cheese) (V)	\$6.00	E – CHEESE & CHICKEN	\$4.00	E – TUNA, CHEESE & MAYO	\$4.50
- Additions (Tomato, Lettuce)	50c Each	E – CHEESE & TOMATO	\$4.00	E – TUNA, CHEESE & TOMATO	\$4.50
E – TWISTA BOLOGNESE (H)	\$5.50	E – CHEESE, HAM & TOMATO	\$4.50	E – TUNA, MAYO & LETTUCE	\$4.50
E – PENNE NAPOLITANA (V)	\$5.50	E – CHEESE, CHICKEN & TOMATO	\$4.50	E – SWEET CHILLI TUNA, CHEESE & LETTUCE	\$4.50
E – MAC & CHEESE (V)	\$5.50	E – TUNA & CHEESE	\$4.50	E – TUNA, CHEESE, TOMATO & LETTUCE	\$5.00
E – GARDEN SALAD BOWL (V)	\$5.00	E – SWEET CHILLI TUNA & CHEESE	\$4.50	E – SWEET CHILLI TUNA, CHEESE, TOMATO & LETTUCE	\$5.00
E – CORN ON THE COB (V)	\$2.50	E – TUNA, CHEESE & TOMATO	\$5.00		
E – SWEET CHILLI, TOMATO & BBQ SAUCE	50c Each	E – SWEET CHILLI TUNA, CHEESE & TOMATO	\$5.00		

★ Managing Student Attendance ★

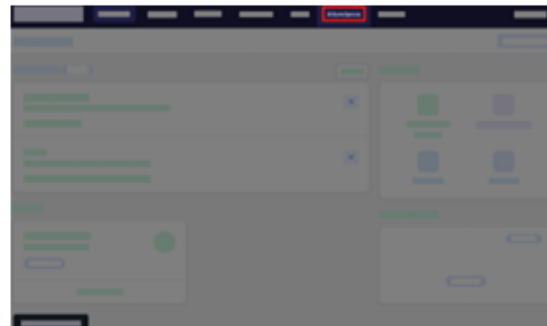
The School Bytes parent portal enables you to view all your children in one portal and provide a response for any student absences. The parent portal also allows parents to provide details of a planned absence if the absence details are known in advance, for example, a scheduled medical appointment.

Log into the parent portal



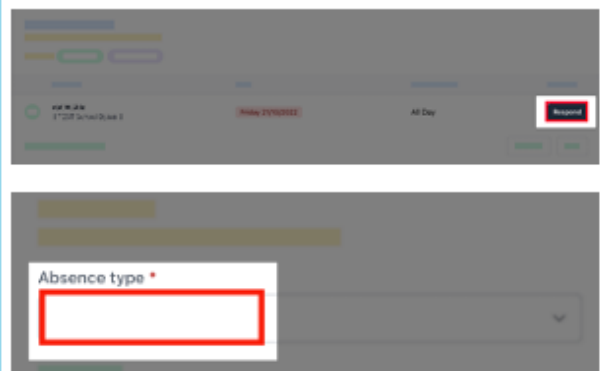
The screenshot shows the 'Log in to the parent portal' page for School Bytes. It features a login form with fields for 'Email address' and 'Password'. Below the password field is a checkbox for 'Remember me' and a link for 'Forgot your password?'. A blue 'Log in' button is at the bottom of the form. A link for 'User guides' is located at the bottom right of the page.

Select "attendance" from the navigation bar.

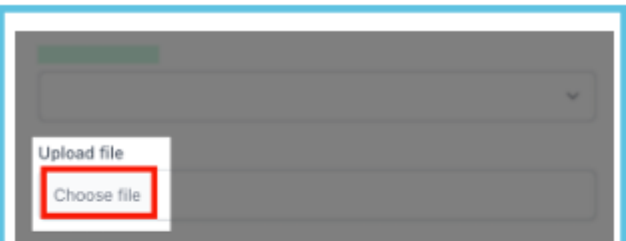

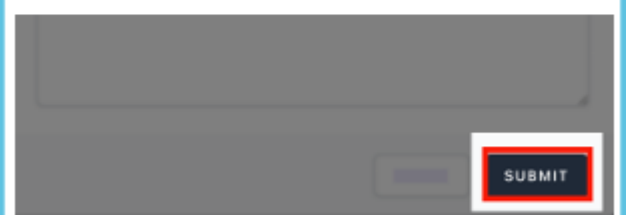


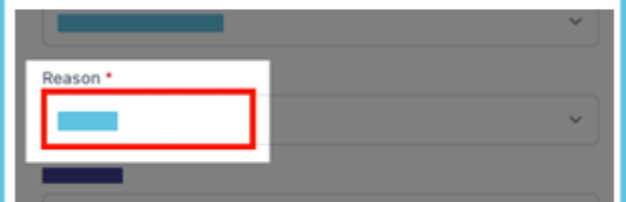



Unexplained absences

1. Select "response"
2. Select "absence type" from the available option.
3. Upload any supporting documentation
4. Enter a reason for the absence in the comment field
5. Select "submit"



The screenshot shows the 'Unexplained absences' page in the School Bytes parent portal. It displays a list of absences with columns for 'Absence type', 'Date', and 'Status'. The 'Response' button is highlighted with a red box. Below the list, there is a form to add a new response, with the 'Absence type' dropdown menu highlighted by a red box.

	 <p>Upload file</p> <p>Choose file</p>
<p>Planned Absences</p> <ol style="list-style-type: none">1. Select "create" and a pop up will be displayed.2. Select "school"3. Select an absence "reason"4. Select "duration"5. Upload any supporting documentation6. Add a comment7. Select "submit"	 <p>Comment *</p> <p></p>  <p>SUBMIT</p>  <p>Planned absences</p> <p>Create</p>  <p>School *</p>  <p>Reason *</p>  <p>Duration *</p>