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From: DEECD Mail

Sent: Friday, 28 February 2014 4:44 PM

To: DL All School Principals

Subject: S060-2014 Hazelwood Mine Fire – temporary enrolment of students at schools outside of Morwell

The Department of Health earlier today advised people with babies and pre-school aged children, people over 65, pregnant woman and people with a pre-existing heart or lung condition who live or work closest to the mine fire in Morwell South to consider temporarily relocating until air quality has improved.

This is a precautionary action only, as the advice is that health risks have not increased.

As a consequence your school may have parents/guardians seeking to temporarily enrol their child at your school.

Please welcome the family into your school community.

When temporarily enrolling students please:

- Ask parents/carers to complete and sign an enrolment form to be kept on file. Given the anticipated short attendance period, it not necessary to process via CASES21.
- Inform the home school of the student and request relevant information, including medical information.
- Complete temporary attendance roll for the student/s.
- Pass attendance information to home school on a regular basis.

The *home* school will record attendance in CASES attendance module using code 607: Other Educational Activity.

Please liaise with the *home* school around any general student wellbeing issues.

If you have any queries, please contact the School Operations and Governance Unit on 03 9637 2351.

Kind regards,

Nicholas Pole

Deputy Secretary

Regional Services Group