

WHAT TO DO IF YOU...

Are late for school:

Report to the Office for a late slip. Your name will be recorded in the Late Arrivals Book. Late arrivals must present a late slip before a teacher will admit them to the class room. Senior students who miss Period 0 must report to the Office for a late note.

Need to leave school early for some reason:

You must have a note from your parent or guardian requesting permission to leave the school at a specific time. Present the note at the Office and you will be given a pass out to leave the school.

Are unable to participate in sport:

Take a note to the PE staff room before school on Thursday morning. The Sports Organiser will issue pass outs.

Are feeling sick in class:

Inform your teacher who will give you a note to take to the Office. The Office staff will then make the necessary arrangements for your care.

Need to phone home:

Report to the Office where a phone will be available for you to ring your parents (only).

Have lost property:

Firstly, retrace your steps. Make enquiries at front office.

Are not in correct uniform:

Bring a note from home explaining why. Have the note signed by the Deputy Principal responsible for your year.

Need to pay money to the Office:

All monies should be paid in the Office prior to the start of school / recess or lunch time. A receipt will be issued.

Change your address or phone number:

Bring a note from a parent or guardian and hand it in at the Office.

Are being bullied:

Report the matter to your teacher or to your Year Advisor or DP who will take the necessary steps to support you and stop the bullying.

Need to have a mobile phone at school:

The phone should be kept in your bag and turned off at all times during the school day. Alternatively, it may be left at the Office for safe keeping. The school accepts no responsibility for stolen phones.

Want to see the school counsellor:

Request Office staff to make an appointment with the counsellor or go direct to the counsellor's office at recess or lunch time to make an appointment. Seek support from your Year Adviser.

Wish to see Careers Adviser:

Approach the Careers Adviser during recess or lunch and arrange a time for a longer appointment. She is located in our Library.

Are absent from school:

Bring a note from your parent / guardian giving an explanation for your absence. The note should be handed to your roll call teacher.

Need to go to the toilet in lesson time:

Request permission from the teacher in charge of your class. Have your diary movement log signed by the teacher.

Are late to class:

Obtain a note from the teacher who detained you and hand this to you teacher.

Need assistance in the playground:

Look for the teacher on duty in your area. If the teacher cannot be found, go to the Deputy Principal's Office or nearest staff room and ask for the Head Teacher.