Quick Reference Guide for Parents

Absences

If a student is going to be absent from school, please contact the school office by telephoning 9310 7506 before 9.00am. The student should bring a note or doctor’s certificate to the tutor group teacher on return to school.

Appointments for Student Services

Many students make appointments to see members of the Student Services Team. The procedure is simple:

- Student goes to the Student Services building at recess or lunchtime
- Make an appointment time
- Show the appointment time to the relevant subject teacher.
- As a matter of courtesy, appointments should be negotiated with the subject teacher to make sure that essential teaching or tests do not clash with the appointment.

Illness during the Day

Students who are ill during the day should inform their classroom teacher or report to Student Services, or report to the Nurse. If the student needs to leave the school and return home, Student Services staff will contact the parent/caregiver. Please observe the protocol by following these instructions. Students are not to contact their parent/caregiver prior to speaking with school staff and no student is to leave the premises without the appropriate leave pass. Please keep your child home if they are unwell.

Lateness

Students who are late for school must sign in and provide a note explaining their lateness at the Student Services Centre. Unexplained lateness will result in detention.

Leaving School Grounds

Any student who is required to attend an appointment out of the school must bring a permission note from their parent/guardian outlining the reason for the appointment. Once this information is given to Student Services the student will be issued with a “School Leave Pass” which they must retain. No student is to leave the school grounds without the appropriate approval.
Parking

Students who ride bicycles to and from school must park and lock them in one of the bicycle racks around the school. Students need to provide their own lock.

Uniform Pass

Students not in uniform are required to report to Student Services to obtain a “Uniform Pass” before the school day begins. They must provide a written reason from their parent/caregiver as to why they are out of uniform.

Keeping your information up to date

Please contact the school regarding change of address, phone numbers and e-mail address.