Absences: Your parents are required to notify the Student Administration Secretary on the first day of an absence by calling 8882 0707. A note explaining your absence is to be handed to your Learning Advisor on the first day you return to school. A SMS message will be sent to a parent’s mobile telephone number if no contact is made before 9.00 am.

The note must have your name, your Learning Advisor’s name and your parent’s name printed clearly as well as the reason for the absence. It must be signed and dated by one of your parents. A medical certificate must be attached if the absence is for three or more days or if it is the day of an assessment task.

All requests for leave must be completed on an Application for Extended Leave form, available from the student administration office and on the school website. This form must include the period absent, the destination of travel and the reason for absence. Forms, and the relevant travel documentation, must be returned to the Principal at least four weeks prior to the beginning of the absence. A Certificate for Extended Leave, which the student should carry while away from school, will then be provided.

SAMPLE ABSENCE NOTE

Dear ___________________________________________________ Date: ___________________

I am parent/guardian of ________________________________________ Home Room ________

and wish to advise that his/her absence from school on ______________________________

was due to ______________________________________________________________________

I have/have not enclosed a medical certificate

Yours sincerely

________________________________________     _____________________________________
Parent’s Name                                                            Parent’s Signature

Accidents: Precautions and supervision are undertaken to prevent these as far as possible. Serious accidents are recorded at the school. In such cases your parents will be notified or the emergency contact number is rung. If time does not permit, the school will seek medical or hospital treatment immediately.

Assessment Tasks: If you are absent for an assessment task, your parents are required to phone the Student Administration Office (8882 0707) on the morning the assessment task is due or to be undertaken. A doctor’s certificate will be required on your return to school or posted to the school within three days if the absence is expected to be longer than three days.

Bus/Train Passes: If you lose your bus pass, it is your responsibility to contact the bus company to obtain a replacement.

If you lose your train pass, you are to go to the Student Administration Office and collect an application form for a replacement. This must be completed and taken to the train station (State Rail Office).

Canteen: There is a canteen at the school. You are to:

• Place your lunch order at the Canteen before Homeroom
• Be courteous at all times to canteen staff and teachers
• Line up as directed by the teacher on duty
• Leave the canteen area when you have finished making your purchases.

Change of Details: Your parents are asked to notify the School promptly of any change of address, telephone number, email address or place of employment.