



PROCEDURES: What do I do



What do I do... **IF I COME LATE TO SCHOOL**

- School starts at 8.30 am.
- If you are late you must go to the late desk (near the finance office) and get a large blue late note.

What do I do... **WITH THE BLUE LATE NOTE**

- Show the blue late note to your class teacher and then see Mr Clark at the start of Recess.
- Take the blue late note home to your parents and ask them to complete the reason for your lateness.
- Return the blue late note the next day to Mr Clark – Head Teacher Administration.

What do I do ... **IF I KNOW I WILL BE LATE TO SCHOOL**

- You should bring a note from home explaining why you are late.
- Hand this note in at the late desk (near the finance office).
- You will be given you a large blue note.
- Show this large blue note to your class teacher and see Mr Clark at Recess.

What do I do ... **IF I COME TO SCHOOL AFTER ROLL CALL IS FINISHED**

- If you arrive late to school, no matter what time, you must always sign in at the front office.
- Do not just go to class. The school must know that you are here and see Mr Clark at Recess.

What do I do ... **IF I AM ABSENT FROM SCHOOL**

- Ring and notify the school **or** reply to the text message sent to your parent after 11AM.
- Include your name, roll class, date of absence and reason for your absence in the text message.
- If you are away for a few days or miss an assessment task you should bring a Doctor's Certificate.

What do I do ... **IF I AM GOING ON A HOLIDAY**

- You must inform the school that you are going on a holiday. Do not just leave.
- Your parents must provide a letter explaining where you are going, your date of departure from school and your date of return to school.
- If you are going overseas you must bring a photocopy of the plane ticket.

What do I do...**IF I NEED TO LEAVE SCHOOL EARLY**

- You must never just walk out of the school.
- Bring a note from your parents explaining what time you must leave and why you must leave.
- Include your name, roll class and date on the letter.
- Give this letter to Mr Clark – Head Teacher Administration no later than **8.20am** on the day you need to leave. You will be issued with a yellow School Leave Pass.

What do I do ... **IF I AM AT SCHOOL AND I FEEL SICK**

- Never just ring your parents to pick you up.
- Get a note from your class teacher to leave the room.
- You must then see Ms Paul (Science) or Ms Russell (Finance Office).
- They will contact your parents or family member.

What do I do ...**IF I AM MARKED ABSENT AT ROLL CALL BUT I WASN'T** (eg work placement)

- Speak to your roll call teacher.
- If you receive a letter asking where you were, bring this letter to Mr Clark or Ms Pirie (Reception).