

What To Do and Who To See If You...

... arrive at school wet	Report to the Deputy Principal who may either provide you with dry clothing from the clothing pool or arrange for you to go home to get dry clothing.
... are ill	Report to Reception in the Administration block with a note from your teacher.
... are late	Report to the Print Room and collect a late slip. Bring a note explaining your lateness on the next school day as it counts as partial absence on the roll.
... need to leave school early	Bring a note from your parent / caregiver, have it signed by the Deputy Principal, and take it to the Rolls office to collect a swipe slip. Show the swipe slip to the teacher of the class when it is time to leave.
... are out of uniform	Bring a note of explanation from home. Go to the Print Room before assembly. The teacher in charge will give you a uniform slip. Carry it with you. If you do not have a note from home, you still get a slip from the Print Room, but your name is recorded and this will contribute to placement on the No Go list. During the day, uniform slips can be obtained from the Print Room or Reception.
... wish to change subjects	See Curriculum Co-ordinator, Mrs Laffer. You must have a letter from your parent/guardian requesting the change of subject.
... wish to drive to school	See the Deputy Principal and collect a driver's permission note which must be signed by your parents and returned to the Deputy Principal. Any passengers also need a permission note.
... are having problems and want to talk about them	See your Year Adviser or make an appointment with Reception to see the School Counsellor.
... have lost some property	Go to the Print Room or Reception.
... have been absent	If parents respond to the automated system correctly a note is not required the following day. (If parents only phone the school directly a note is still required). Notes should have your name and class clearly printed on them, place in the Absentee Box at the Attendance Desk in the Print Room.
... need to obtain a train or bus pass	Go to Ms Simms in the Back Office who will assess your eligibility and give you the appropriate forms to complete.
... lose your timetable	See Reception or Mrs Laffer. A replacement timetable costs 20c.
... are being bullied	See your Year Adviser or the Deputy Principal.
... find that it is raining at recess or lunchtime	Wet weather will be indicated by 3 bells. Wet weather rooms are 5 and 6 (Maths), 18 (HSIE), 20 and 24 (English) and Palm Court (Seniors). The Library is open for all students.
... want to talk to the Deputy Principal or Principal	Go to the office out of class time to make an appointment. If your parent or carer wants to make an appointment, they can ring the school office on 9477 3508.
... need to change personal details – address, phone, etc	Go to Reception and collect 'Change of Details' form. Complete and return to reception ASAP. Parents can also email the school. Changes will be added to your orange card, the school data base and on the Board of Studies.
... want to pay fees or for an excursion	Money can be paid at Reception/ Cashier before school, recess and lunch. Excluding recess Thursdays.
... miss the sport bus	Go to 'Non-Sport' room, where you will remain until your dismissal at 3.05pm. You will not be permitted to leave at 2.30pm.
... need first aid	Report to Reception in the Administration Block. Do not ring a parent, carer or friend to pick you up from school if you are not well; staff will assess your condition and decide on the best course of action.
... lose your ID card	See Mrs Laffer who will arrange another card for you. A charge of \$5 for the new card will apply.