

Absent from the College

Explanation for an absence must be received within 7 days of the absence. A written note, email or phone call from a parent/guardian clearly stating reason and dates of absence is required.

If the absence is for 10 days or more - a Notification of Extended Leave form must be submitted to the College before the leave commences. This is available from the Front Office or downloaded from the College website.

Students arriving late

If you arrive at school and the Homeroom bell has gone, you must sign in at the Office. You will then be given a late slip to take to class. Within 7 days, Parents/Guardians can provide a note, email or phone the college to explain a late arrival.

Students leaving early

If you need to leave school early a note or email must be provided. A phone call is not accepted for an Early Leave Pass. The note must clearly state the student's name, time and reason for the pass. It must be signed by a parent or guardian.

Take the note to the College Front Office before school, recess or lunch where an Early Leave Pass will be issued. If you return to the College later in the day, sign in at the Front Office.

Feeling Sick

If you feel sick at school, inform your class teacher who will sign your diary. Report to the Front Office. If you feel unwell during recess or lunch, report directly to the Front Office. A First Aid Officer will attend to you.

Unable to Participate In Sport

A written note of explanation from a parent/guardian should be presented to the Sports Office.

Not in Correct Uniform

Students wearing incorrect uniform (e.g. sports shoes or incorrect jumper) must bring a note of explanation from a parent or guardian, including a date when the problem will be rectified. This note is to be signed by your Homeroom Teacher and presented, when requested, to any other member of staff. Out of uniform notes should NOT be a regular occurrence and repeat offenders with notes may still incur a penalty depending on circumstances.

Change of Address or Family Circumstance

Notify the College Front Office in writing via a Change of Family Details form which is available from the office or downloaded from the College website. This must be signed by a parent/guardian. In some circumstances the form may be required to be signed by both parents.

Lost Property

The Lost Property basket is located in the Library foyer. Please clearly label all items which are brought to school, including uniform.