General Procedures

Attendance
1. Attendance is compulsory. Parents are asked to explain absences by way of a phone call, email or absentee note, and in the case of prolonged absence, to contact the College in advance and then again upon the student’s return.
2. Having arrived, students must not leave until 3.00pm (King’s Park Campus) or 2.50pm (Providence Campus) without prior arrangement with the College Office. (All approved excursions and outings will be known to the College Office.)
3. Students with permission to leave the College during College hours are required to sign out at the Office and if relevant, sign in when they return.

Punctuality
1. Students should arrive in time to commence classes at 8.30am.
2. Junior School: Students arriving after 8.30am are to report to the Junior School Reception Area to obtain a late pass before going to class.
3. Middle/Senior School: Prior to 8.45am, students should report to their Classroom or their House Family Group Teacher – after 8.45am, they are to report to the Front Office to obtain a late pass.

Travel to & from the College
1. Exemplary behaviour, speech and dress is expected at all times.
2. Bus travellers are expected to board and disembark in an orderly manner and obey every request of the driver.
3. Cyclists should wear a safety helmet and are expected to obey the Road Rules.
4. Student drivers are not to transport other students to or from the College unless a Student Driver Form has been completed and submitted to the Head of Senior School. Student Drivers are NOT to drive their vehicles AT ANY TIME through the College Day (8.30am – 3.00pm) unless they have permission from the Principal or Head of School. (Refer to the ‘Student Drivers’ section of the College Diary.)

Hygiene & Care of Property
1. Students should clearly name all their possessions, including clothing, hat and shoes.
2. Spitting, smoking and chewing gum are prohibited within the College grounds.
3. Food and drink should not be consumed in College or Church buildings. Litter and food scraps are to be placed in the rubbish bins provided.
4. Damage to College buildings and property must be actively avoided, but reported to the College Office if it occurs. Students are required to pay for repairs for any damage they cause.