



What Happens If...

I am feeling sick at school?

Inform your Classroom Teacher or the teacher on duty at lunchtime. They will then send you to the appropriate place for treatment. Students needing to leave the College due to illness should report to First Aid.

I need to leave the College grounds?

Your parents are to inform the College by way of a note or phone call. You are to report to the College Office before leaving so that your departure time can be recorded. Students need to sign the 'Sign Out' book at the College Office.

I am unable to do HPE or sport?

You should present your explanation and note to the relevant teacher.

I lose a textbook?

You are to inform the Librarian after you have made a thorough search at home and at school. Replacement of textbook or reimbursement of cost will need to be made.

I am unable to complete homework?

Your parents should explain the reason why your homework could not be done, either in your diary or by way of a note. If no note or reasonable explanation is provided, a detention will generally be issued. Consistently incomplete homework is not acceptable, and the situation will be addressed by your teacher and your Year Level Coordinator.

I have a personal problem or grievance?

Find a time to discuss the matter privately with either your Classroom or House Family Group Teacher or with another staff member to whom you relate well.

I am being bullied or picked on?

Talk to the teacher on playground duty or your Classroom or House Family Group Teacher about the problem. Don't retaliate under any circumstances. Fighting will not be tolerated. Conflicts are to be resolved in a way which will address the cause of the problem. Remember – we cannot help you if we do not know.

I am involved in breaking a window or causing damage?

Damage to College buildings and property must be reported to the College Office as soon as it occurs. You are required to pay for the repairs you cause due to carelessness or vandalism.

I feel unsafe, either at home or the College?

Tell your Classroom or House Family Group Teacher about your situation, so that you can get help as quickly as possible.

I drive myself to the College?

Student Drivers are not to transport other students to and from the College unless a Student Driver Form has been completed and submitted to the Head of Senior School. Student Drivers are NOT to leave the College campus AT ANY TIME through the College Day (8.30am - 3pm) unless the Principal or Head of School has given permission. Permission will only be given for emergency situations. Students not abiding by the procedures above will surrender their car keys to the College Office at 8.30am and collect them at 3pm each day. (Refer to the Student Drivers section of the Senior Diary.)