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 am absent from school?
Your parents are to explain your absence by way of a phone call, email or an absentee note. In the case of prolonged absence, advanced notice of the initial absence, and then again upon the student’s return to the College is appreciated. Work can be arranged for your child in the case of an extended absence. If this is desired, please notify the relevant Primary classroom teacher or Year Level Co-ordinator and allow at least two working days for items to be collected.

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 my diary?
You are to inform your Classroom or House Family Group Teacher. The Office will issue you with a new diary which you will need to pay for.

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 Co-ordinator.

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 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 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.