



# 2021 STUDENT INFORMATION BOOKLET

142 The Wool Road Vincentia NSW 2540  
Tel (02) 4441 6766 Fax (02) 4441 6000  
Email [vincentia-h.school@det.nsw.edu.au](mailto:vincentia-h.school@det.nsw.edu.au)  
Website [www.vincentia-h.school@det.nsw.edu.au](http://www.vincentia-h.school@det.nsw.edu.au)  
Facebook [Vincentia High School](https://www.facebook.com/VincentiaHighSchool)

LEARNING  
FOR  
LIFE

## WELCOME TO NEW STUDENTS



Welcome to Vincentia High School. I am the Principal here and my name is Ms Ruth Winfield.

I am sure you are ready to start your new adventure at High School. I am looking forward to meeting you and learning how you can work co-operatively to contribute to the success of the school and your own futures.

We want to encourage you to achieve your personal best through your six years of High School so that you leave us with good memories and a sense of achievement about all that you have learned. I am sure Vincentia High School is much bigger than your previous school if you are in Year 7. You will soon find your way around and quickly adapt to a bigger school. You will have many and varied opportunities to extend and deepen your learning through different subjects. The adults around you at school and home want you to be successful and will be there at different times to help you.

I am confident that you will finish high school with a strong sense of your own identity; understanding who you are as a person and what things are important for you now and in your imagined future. Over time, you will steadily make progress, sometimes this will be easier than others. You will need to take full responsibility for listening to and respecting your teachers to ensure you get the best out of every day. I want you to make the most of the learning experiences that we provide so that you can be actively involved in our community now and in the future.

At Vincentia High School we have a large support network to assist students and parents through any challenges you may be facing. Please contact your Year Advisor initially to talk about this.

Stay positive, learn to think critically and enjoy a warm welcome to Vincentia High School.

A handwritten signature in black ink, appearing to read 'R Winfield'.

**Principal**  
Ruth Winfield

**School Address:**  
142 The Wool Road  
Vincentia NSW 2540

**Telephone:** (02) 4441 6766

**Fax:** (02) 4441 6000

**Email:** [vincentia-h.school@det.nsw.edu.au](mailto:vincentia-h.school@det.nsw.edu.au)

**Website:** [www.vincentia-h.school@det.nsw.edu.au](http://www.vincentia-h.school@det.nsw.edu.au)

**Facebook:** [VincentiaHighSchool](https://www.facebook.com/VincentiaHighSchool)



**2021/2022**

### **School Captains**

Eva Mackay & Ryan Marr  
(centre of photo)

### **Vice Captains**

Amy Baker & Chris Allen

# School Vision

Our school is currently developing its vision and Strategic Improvement Plan for 2021-2024. Consequently this information will be updated through our website, facebook and parent emails throughout 2021. Vincentia High School's goal is "Learning for Life". We aim to achieve this by developing students' core values in 'personal best, respect and responsibility'. We provide a caring, stimulating and diverse learning environment which fosters a strong future-focused learning mindset.



## Senior Executive

### **Renee Gilbert**

Deputy Principal Instructional Leader  
Years 9 & 12

### **Simon Flanigan**

Deputy Principal Years 7 & 10

### **Kylie Newton (R)**

Deputy Principal Years 8 & 11

### **Sandy Clark**

Deputy Principal Wellbeing, Learning & Support,  
Gumbari

## School Administration Manager

Tracy Johnson-Warnecke

## Attendance Officer

Lesley Simpson

## Aboriginal Education Officer

Gai Brown & Jannine Brown

## Defence School Mentor

Jacqui Copeland

## **Head Teacher Administration Staff**

## **Head Teacher Support Unit**

## **Head Teacher Gumbari (ED Facility)**

## **Head Teacher Learning & Support**

## **Head Teacher Teaching & Learning**

## Faculty Head Teachers

### **English**

### **Mathematics**

### **Science**

### **Physical Development/Health/Physical Education**

### **Human Society in Its Environment**

### **Creative & Performing Arts**

### **Technology & Applied Sciences**

## Wellbeing Team

Year 7 Year Advisors	Tye Langford & Tamara Sharp
Year 8 Year Advisors	Mark Rakecki & Linda Mack
Year 9 Year Advisors	Jaz Corr & Amy Harper
Year 10 Year Advisors	Ashleigh Tinkler & Tim Dunn
Year 11 Year Advisors	Alison Bech & Kristina Rodwell
Year 12 Year Advisors	Nicole Higgins & Gina Tekis
Wellbeing Teacher	Lyndon Snelling
Wellbeing Services Coordinator	Joanne Warren

## Head Teacher Wellbeing

Steve Crossman (relieving)

## School Counsellors

Claire Burnett & Katrina Rees

## Careers Advisor

Maree McNeil

## Year 11/12 Study Centre

Ashleigh Tinkler & Corey Ryan

## Sport Coordinator

Tyson Alcorn

Mark Swanson

Meaghan Goerlach (Rel)

Tom Mason (Rel)

Toni Smith

Jessica Holloway Fry

Mandy Choat (Rel)

Renay Henderson (Rel)

Christine Gates

Peter Raftery

Eren Salahi

Libby Ryder

Andrew Newton

## Contacting the School

All parents are most welcome at the school and will have the opportunity to be involved in different school activities and participate in decisions affecting their children's schooling.



Please consult the table below to make contact with the correct person when you have an issue or concern.

Contact the school on <b>4441 6766</b> for any of the following:		
<b>AREA OF CONCERN:</b>	<b>REASON FOR CONCERN:</b>	<b>WHO TO CONTACT:</b>
<b>ATTENDANCE:</b>	❖ Notice of Illness, injury.	<b>Mrs Lesley Simpson</b>
<b>WELLBEING:</b>	<ul style="list-style-type: none"> <li>❖ Death or sickness in family</li> <li>❖ Friendship issues</li> <li>❖ First notification of interpersonal issues</li> <li>❖ Excursions, Positive news, extra curricula success eg. sporting teams, music etc.</li> <li>❖ Change of carer</li> <li>❖ Attendance concerns</li> </ul>	<b>Year Advisors</b>
<b>UPDATING STUDENT INFORMATION:</b>	<ul style="list-style-type: none"> <li>❖ Medical Information</li> <li>❖ Change of address / phone / email, emergency contacts</li> <li>❖ Change of carer</li> </ul>	<b>Front office and Year Advisor</b>
<b>TEACHING AND LEARNING:</b>	<ul style="list-style-type: none"> <li>❖ Concerns with class placement</li> <li>❖ Curriculum, assessment and reporting</li> <li>❖ Suspensions</li> </ul>	<b>Year Deputy Principal or Year Advisor</b>
<b>ONGOING WELLBEING ISSUES:</b>	❖ Referrals to wellbeing support services	<b>Deputy Principal Support &amp; Wellbeing</b>
<b>LEARNING AND SUPPORT:</b>	❖ Requests for assessment, support in class, assignment assistance	<b>Head Teacher Learning &amp; Support</b>

## Daily Routine



At Vincentia High School our day is divided into five 59-minute lessons or periods with 30 minutes for recess and lunch. The school timetable is based on a ten-day cycle with A week and B week.

Roll Call	8.15-8.25am
Period 1	8.25-9.24am
Period 2	9.24-10.23am
Recess	10.23-10.53am
Period 3	10.53-11.52am
Period 4	11.52-12.51pm
Lunch	12.51-1.21pm
Period 5	1.21-2.20pm

## Curriculum Structure

### STAGE 4 Years 7 & 8

In Stage 4 (Years 7 & 8) all students follow the same courses of study which are designed to provide a wide range of experiences in all KLA's.

**Students in Stage 4 - Years 7 & 8 study:**

- \* English
- \* Mathematics
- \* HSIE (Geography & History)
- \* Science
- \* LOTE (Aboriginal Language) Year 7
- \* TAS (Technology and Applied Studies)
- \* Music and Visual Arts
- \* PD/H/PE
- \* Sport
- \* YAP (Year Advisor Period)

Information is gathered about Year 7 students the year before they arrive at Vincentia High School. Their Year 6 teachers are consulted, some testing is carried out and students are placed in '**Bands**' according to their **ability, strengths, needs** and **stage of development**.

**The Bands are:**

**Top Band**

**Middle Band**

**Help Band**

Students can move between these bands according to their achievement in the completion and submission of assessment tasks, learning focus and attitude throughout the year. Year 8 students are allocated to a top band and mixed ability classes.

All classes follow the same curriculum pattern of study and content, and assessments are adjusted according to individual student needs.

## Classroom Management Procedures

Shared understanding of expectations and values across Vincentia High School helps to support students in understanding the structure and predicting their learning behaviours across the school day. This involves explicit, consistent and clearly communicated expectations, rules and routines linked to our core expectations of ***Respect, Responsibility & Personal outlined below.*** At times students may be given consequences to provide time and space to resolve issues using the principles of procedural fairness. These may include lunchtime and afterschool detention and/or suspension where appropriate.

	RESPECT	RESPONSIBILITY	PERSONAL BEST
<b>ALL SETTINGS</b>	<ul style="list-style-type: none"> <li>- Follow teacher instructions.</li> <li>- Use polite language.</li> </ul>	<ul style="list-style-type: none"> <li>- Wear school uniform.</li> <li>- Care for others.</li> <li>- Right time, right place.</li> </ul>	<ul style="list-style-type: none"> <li>- Show pride in school environment.</li> <li>- Participate and do my best.</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>- Use polite language.</li> <li>- Keep my environment clean.</li> <li>- Respect the rights and property of others.</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in bounds.</li> <li>- Interact positively with others.</li> </ul>	<ul style="list-style-type: none"> <li>- Put rubbish in the bins.</li> <li>- Move on the bell.</li> </ul>
<b>CANTEEN</b>	<ul style="list-style-type: none"> <li>- Be patient and polite.</li> </ul>	<ul style="list-style-type: none"> <li>- Wait in correct line.</li> <li>- Move after being served.</li> </ul>	<ul style="list-style-type: none"> <li>- Make good choices about my food.</li> </ul>
<b>TOILETS</b>	<ul style="list-style-type: none"> <li>- Place rubbish in bins.</li> <li>- Allow privacy.</li> <li>- Use toilets for intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>- Practise personal hygiene.</li> <li>- Use water responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>- Keep the area safe and report any problems.</li> </ul>
<b>BUS BAY</b>	<ul style="list-style-type: none"> <li>- Stay in bounds.</li> </ul>	<ul style="list-style-type: none"> <li>- Wait in correct area.</li> </ul>	<ul style="list-style-type: none"> <li>- Be considerate and fair when lining up.</li> </ul>
<b>CORRIDORS / STAIRS</b>	<ul style="list-style-type: none"> <li>- Place rubbish in bins.</li> </ul>	<ul style="list-style-type: none"> <li>- Use corridors at appropriate times.</li> <li>- Keep left and allow people to pass.</li> <li>- Keep clear of entrances and exits.</li> <li>- Keep my property to myself.</li> </ul>	<ul style="list-style-type: none"> <li>- Line up outside class on time and wait quietly.</li> <li>- Allow personal space for others.</li> </ul>
<b>EXCURSIONS</b>	<ul style="list-style-type: none"> <li>- Be polite to community members.</li> </ul>	<ul style="list-style-type: none"> <li>- Notes returned on time.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognise and achieve educational value.</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>- Speak clearly and politely.</li> </ul>	<ul style="list-style-type: none"> <li>- Know your message.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete your task.</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>- Look and listen.</li> <li>- Enter and exit quietly.</li> <li>- Show good audience manners.</li> </ul>	<ul style="list-style-type: none"> <li>- Enter and exit quietly.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate with pride.</li> </ul>

## Mobile Phones & Portable Music Players (iPods)

Mobile phones will not be permitted to be used at any time whilst at school, including playgrounds, unless a teacher gives explicit instructions for them to be used in a learning context.

## Vincentia High School *Acknowledgment System*

Vincentia High Schools acknowledgement system is currently under review. We will continue to consider the current research evidence and work on this in 2021. We will involve you in these conversations through newsletters and the P&C.

We will continue to use the Honour Society system until 2021. This is an award system that allows students to accumulate points over their entire schooling career to obtain different levels of achievement.

## Contributions

Usually school contributions are used to provide the teacher/learning/school resources which the school utilises to enhance the learning for your child. Due to the impact of Covid-19 there will be no school contributions in 2021.

## Parent Payment Online (POP)

Payments can be made online via a secure payment page hosted by Westpac. You can use Visa or Master credit or debit card through your computer, tablet or mobile phone. The payment page is accessed from the front page of the schools website by selecting '**Make a payment.**'

*When you access the 'Make a payment' you must enter:*

Students name, class and reference number **or** Students name and date of birth

These details must be entered each time you make a payment as student information is not held in the payment system. You must check and amend any details before submitting the payment. Receipts can be emailed and/or printed. Details of the payments are sent to the school daily where payments are receipted against the students account.

*You can pay for:*

- School/Subject contributions
- Excursions (including sport)
- Sales to Students
- Creative & Practical Arts activities (band, drama and dance)
- Other - for items not covered under previous headings

***For any enquiries please contact the School Administration Office - 4441 6766.***

## Years 7 & 8 Requirements

**Book Packs** to meet these requirements are available from the Vincentia High School Front Office - located in the Administration Block. The school accepts cash or card. **Included in the Book Pack is:**



- 4 x A4 128 page exercise books
- 4 x A4 192 page exercise books
- 1 x A4 192 page grid book
- 1 x A4 128 page music book
- 3 x display folders A4
- 1 x A4 document wallet
- 1 x 8gm glue stick
- 1 x pkt 12 coloured pencils
- 1 x pair 155mm S/S scissors rounded end
- 2 x red pens
- 2 x blue pens
- 2 x black pens
- 2 x 2B pencil
- 1 x 3B pencil
- 1 x highlighter
- 1 x 1 hole metal pencil sharpener
- 1 x 30cm wooden ruler
- 1 x small eraser
- 1 x A3 120 page Visual Arts Diary

**Total cost of book pack - \$42.00**

**Calculators - \$22.00**

## Years 9 & 10 Requirements

All Subjects	128 page A4 exercise book
	A4 display folder
	Red, black, blue pens
	Pencils (2B)
	Eraser
	Ruler
	Protractor
	Highlighter
	Glue stick

### Plus

Dance	A4 Visual Arts Diary
Mathematics	128 page A4 grid book, scientific calculator (Casio or Sharp)
Music	A4 Music Book (lined and manuscript pages)
Photography	A4 Visual Arts process diary, fine line black pen
Visual Arts	A3 Visual Art Process Diary
Visual Design	A4 Visual Arts Process Diary



## STAGE 6 Years 11 & 12

Students must study 2 units of English and may select their pattern of study based on an ATAR pathway which aims to develop student readiness for tertiary study at University level or a non-ATAR pathway which prepares students for vocational pursuits or TAFE study. Students select from a range subjects while they are in Year 10 in preparation for Years 11 & 12. (The line structure is subject to change).

***Students are responsible for meeting TAFE, University and career requirements themselves.***



## Years 11 & 12 requirements

Aboriginal Studies	96 page A4 binder book
Ancient History	96 page A4 binder book
Agriculture	96 page A4 binder book
Biology	96 page A4 binder book
Chemistry	96 page A4 binder book
Community & Family Studies	96 page A4 binder book
Construction	Booklet provided
Dance	96 page A4 binder book
Design & Technology	96 page A4 binder book
Drama	96 page A4 binder book
English	96 page A4 binder book, A4 Display folder
Earth & Environmental Science	96 page A4 binder book
Food Technology	96 page A4 binder, A4 Display folder
Geography	96 page A4 binder book
Hospitality	96 page A4 binder, A4 Display folder
Legal Studies	96 page A4 binder book
Mathematics	128 page A4 grid book, scientific calculator
Music 1	A4 Music Book (lined and manuscript pages) A4 display folder
Modern History	96 page A4 binder book
PH/H/PE	96 page A4 binder book
Photography	A4 Visual Arts Process Diary, fine line black pen
Physics	96 page A4 binder book
Senior Science	96 page A4 exercise book
Society & Culture	96 page A4 binder book
Sport, Life and Recreation	96 page A4 binder book
Textiles and Design	240 page A4 binder book, 128page A4 binder book, A4 Visual Arts Diary
Visual Arts	96 page A4 binder book, A3 Visual Art Process Diary, 2B pencil, eraser
Visual Design	A4 Visual Arts Process Diary, 2B pencil, eraser

### Students also require:

- red, black, blue pens
- pencil
- eraser
- highlighter
- glue stick
- binder folders to store and organise all class work at home.

# School Uniform

The wearing of school uniform is **compulsory**. The school uniform was decided on by members of the school community. The uniform is smart and practical and contributes to the promotion of a positive self-esteem for all students. Closed black shoes are to be worn to school and sport shoes with sport uniform.

The school has a **uniform check system** each day in roll call. Students who are continually out of uniform may be placed on an **after school detention**. If there is a **legitimate reason** for not wearing uniform students are asked to **bring a note** with them on the day to explain why they are out of uniform.



**The following items are available at the Vincentia High School Uniform Shop:**

Everyday:	Others:
Grey or Tartan Dresses	Maroon Fleecy Top
Grey Elastic Waist Shorts & Fitted Shorts	School Tie (with logo)
Grey Elastic Waist Trousers	Softshell Jacket
Tartan Skirt	School Cap (with logo)
Short Sleeved Shirt White for Junior &	
Sky Blue for Seniors	
Grey Slacks	
Short Sleeve Blouse White/Sky	
Sport polo shirt and sport shorts	
Sport track pants	

**Uniform Shop open between the hours:**

**Tuesday 7:45am - 10:30am**

**Wednesday 7:45am - 10:30am**

**Thursday 7:45am - 10:30am**



## 2021 NSW term and vacation dates\*

- **Term 1**– Wednesday 27 January to Thursday 1 April
- Autumn vacation – Monday 5 April to Friday 16 April
- 
- **Term 2** – Monday 19 April to Friday 25 June
- Winter vacation – Monday 28 June to Friday 9 July
- 
- **Term 3** – Monday 12 July to Friday 17 September
- Spring vacation – Monday 20 September to Friday 1 October
- 
- **Term 4** – Tuesday 5 October to Friday 17 December
- Summer vacation (Eastern division) – Monday 20 December to Thursday 27 January 2022
- 

From 2021, school development days will occur on the first 2 days of Term 1, the first day of Terms 2 and 3 and the last day of the school year.



## Parents and Citizens Association

The school has an active and supportive Parent's and Citizens' Association, which meets at 6pm in the staff common room on Monday, Week 4 of each term. All parents are encouraged to attend. It is a good way of getting to know the school and its operation and will ultimately be of benefit to your child.



## School Canteen

The Canteen is operated by a sub-committee of the P & C. A variety of food and drink is available from the first day of school including - pies, sausage rolls, sandwiches, rolls, milk, fruit juice, yoghurt, ice-cream, fruit, fruit salad and healthy snacks.

The Canteen will be open each day during recess and lunch. It is not essential for students to order their lunches but advisable to guarantee your choice. This can be done in the morning before school or at recess.

All parents are invited to join the band of volunteers at the Canteen. This could involve one day a month from 9.30am to 1.30pm. If you can assist, please contact the canteen Manageress, Anna Butler, during school hours on 4441 6766.

## Travel

All buses serving the school are chartered school buses.

- Bus travel is free to students who reside more than 2.0 kilometres (radial distance) from the school they are attending.
- The pass is only available between home and the school for school attendance and is available on school days (Monday to Friday) only for travel commencing between 6.30 am and 7.00 pm.
- In a joint/dual custody situation, a student is eligible for subsidised travel from both the parents' addresses, subject to meeting the normal eligibility criteria.
- Bus applications are available on line at [transportnsw.info/school-students](https://transportnsw.info/school-students)
- When the passes arrive at school the Front Office will notify students.

If you require more information please go to [www.131500.info](https://www.131500.info) or call the Transport Info line on 131500.

## Parking Facilities and School Road Use:

Vincentia High School welcomes all visitors to our school. Student safety and education remains our priority. The gates at the top of the driveway for vehicle and pedestrian access will be operated electronically from the start of the 2021 school year. The pedestrian gate will be closed between 8.15am and 2.15pm with access gained by an intercom button to the front office. This is to ensure that only approved persons enter school grounds and so that the school has a record of all visitors in case of an emergency. All visitors to the school are required to sign in and out at the front office.

If a parent wishes to speak with a staff member an appointment can be made by phoning the school on 4441 6766, this will allow for an appropriate time to be scheduled and a meeting space booked. Visitors to the Uniform Shop and canteen volunteers are required to sign in and out at the office.

The vehicle access gate is for staff, emergency vehicles and contractors. The top carpark will be for staff only, students and parents can drop off/pick up or park in the front carpark or across the road at the Leisure Centre. There is also **disability parking** for **registered disabled drivers** only, at the end of the bus bay. These changes will improve traffic flow in the bus bay area before and after school.

## Students Requiring Medication

- **All students who use Asthma inhalers or EpiPens** are required to carry them with them at all times. The school does not keep Asthma medication for general use.
- **Students requiring medication as a one off eg. Antibiotics**, must provide a note with the medication, to the front office. The note must detail what the medication is, the dosage and be signed by the parent/caregiver.
- **Students who require prescribed medication on a regular basis**, must complete the necessary documentation and return it to the school. Medication will be stored securely in the front office.



**PLEASE NOTE: The school is unable to distribute Paracetamol to students**

## Care of Belongings

Students are responsible for their own belongings at all times. Valuables and large sums of money should not be brought to school. It is requested that all clothing, books, etc. be marked with the student's name.

## Homework Centre

Homework centre is available for all students in Years 7 – 12 on Wednesday afternoons from 2.30pm to 4.30pm in the Library where a number of teachers are available to assist students with revision and assessments tasks. Light refreshments are provided.

## House Groups

The house system is structured to develop healthy school spirit through a variety of sporting **Swimming, Cross Country and Athletics Carnivals** activities. It is expected that house captains will be integral to encourage maximum participation in all events.

House Name	Surname Starting with:	Surname Ending with:	Colour
GWYALA	A	D	Yellow
BILIMA	E	L	Green
GUNYA	M	R	Black
WALIMBURA	S	Z	Red

## Student Homerooms

Students from each year group have a homeroom run by their Year Advisors. This space is used for notices, photos/sharing content and general information. To access these use the following codes when clicking on the + sign on your DET google classroom homepage

Year 7	egltgpx
Year 8	va6lslo
Year 9	bpcsdno
Year 10	uolbr7x
Year 11	z5w7ba7
Year 12	d2iofto



## General Questions



### Who do I contact?

- **If my child has problems settling in to school?**  
Contact the Student Year Advisor who will help address any concerns you may have.
- **If my child has a subject related problem?**  
Contact the appropriate Teacher and Head Teacher to arrange an appointment.
- **If my child has a learning difficulty?**  
The school has a full time Learning and Support Team (LaST) trained to help students experiencing learning difficulties.
- **What is the procedure for bus travellers?**  
At the end of the school day, students should go to the bus areas to wait for their buses in the designated area. Enter the bus when told by the teacher on duty. All students are expected to be courteous and co-operative when boarding and travelling on buses. Students should follow any requests by supervising staff.
- **Where should parents wait when collecting children?**  
Before and after school, parents should wait in the gravel parking area, opposite the bus bay or in the public car park opposite the school. To ensure students safety, parents are requested to always obey the road signs in the school. **Normal "rules of the road" apply.**
- **If I want to discuss school costs and contributions?**  
Please contact the Front Office on 4441 6766
- **If I have severe financial difficulties?**  
Each year the school receives funds to assist students in Year 7 upwards to age sixteen (16) whose families have severe financial problems. Forms are available from the Front Office. Aboriginal Students may be eligible for **ABSTUDY** grants while those students sixteen (16) years and over may qualify for **YOUTH ALLOWANCE**.



## Student Questions

➤ **Where do I go on arrival at school?**

All students must stay in the front area and playground area near the front office of the school. No students are to be in the areas behind the school buildings.



➤ **What if I am late for school?**

Go to the Office and you will be issued with a late slip to take to class and give to your teacher. Make sure you have a signed note from home explaining why you are late, otherwise the absence will be recorded as “unexplained”.

➤ **If I need to leave school early, for any reason, what do I do?**

Bring a note, explaining why you need to leave early. This note must be signed and dated by a parent or carer and include your address and year. The note is to be taken to the front office at the beginning of the day. You will need to be collected by a parent. If a parent is unavailable, the parent may give written permission to the school for another person to collect you. Please ensure the adult can identify themselves through drivers licence or similar.

➤ **If I am absent for a day or more, what do I do?**

On your return hand a note in to the office staff, signed by a parent or carer, explaining the reason for your absence. The Education Reform Act of 1990 requires parents and caregivers to provide reasons for their child’s absence from school.

➤ **Where do I go if I do not feel well?**

Tell your teacher who will send you to the front office with a note. The office staff will arrange for you to stay in the Sick Bay and your parent will be contacted by office staff.



