What To Do If...

1. **You are late to school**
   » Report to the rolls office for a late pass.
   » You should have a note to explain your lateness.

2. **You are absent from school**
   » Have your parent or guardian contact the rolls office (Ph: 49438105) on the day to explain your absence.
   » Bring in a note to the rolls office from home to explain the absence.

3. **Leaving the school grounds**
   » Bring a note from home explaining your need for a temporary leave pass. This is to be organised at the start of the day at the rolls office.
   » Report to the office on your return to school.

4. **You feel sick**
   » Tell your teacher and ask if you can go to sick bay.
   » Your teacher will give you a note and you are to report to the office.

5. **You miss an exam**
   » Have your parent or guardian contact the relevant Head of Department to notify them of your absence.

6. **You require an extension on an assignment**
   » Speak with the relevant Head of Department PRIOR TO THE DUE DATE and explain your reason for the request.

7. **You require a subject change**
   » See your relevant Deputy Principal stating your reason for change WITHIN THE FIRST 3 WEEKS OF EACH SEMESTER.
   » This change may or may not be approved depending on year level and other circumstances.

8. **You are not wearing correct school uniform**
   » Report to the rolls office where you will be expected to change into a spare uniform.
   » Go home to change (via rolls office).
   » Arrange for the correct uniform to be brought to school for you to change into.

9. **You are not wearing the correct footwear**
   » Report to the office with a note.
   » If wearing open footwear you will not be permitted in class and you will be kept in isolation.