

STUDENT PROCEDURES

1. DRIVING A CAR OR MOPED

Students who are licensed to drive and wish to drive to school must seek permission to do so in writing from the Principal/Deputy Principal. If students are given permission to drive to school, they must complete a Driver Permission Slip which can be obtained from Student Reception. They must not transport other students without written permission.

2. WAITING FOR THE BUS

Students are to remain on designated waiting areas (keeping footpath clear at all times) until directed to move to buses in an orderly fashion. Students catching the bus should wait in an orderly manner.

3. VISITORS TO THE COLLEGE

All visitors to the College must go through the Public Reception and are not permitted to communicate with students without having first signed in and/or received a Visitor's Pass.

4. LOST PROPERTY

Lost property should be handed to the Student Reception. Property not claimed is likely to be donated to the St Vincent De Paul Society or to the Uniform Shop at the end of each school term.

5. CYCLISTS

Students riding bicycles to and from school:

- a. **Must wear a bicycle helmet as required by law.**
- b. Whilst on College grounds, students should walk their bicycles to and from the racks and the access gates.
- c. Must secure their bicycles in the racks with a locking device.

6. MOBILE PHONES/ELECTRONIC DEVICES

Students are permitted to bring mobile phones and electronic devices to school but they must be **turned off and securely locked in their lockers during school time**. They may be confiscated if seen or used during school hours. Return of the phone to the student is at the discretion of the Principal or Deputy Principal.

7. MEDICATION

- a. Parents of students requiring medication during school hours should provide the office with written details including:
 - i. name of student;
 - ii. name of medication;
 - iii. dosage and frequency.
- b. Medication should be presented in appropriate container, clearly labelled, to the designated staff member in Student Reception.
- c. The College is **NOT** permitted to administer paracetamol or any other medication without prior arrangements being made and confirmed in writing.

8. CANTEEN

Lunches must be ordered and paid for before school commences. Students who have forgotten their lunch can make arrangements with the Canteen Manager. Assistance from parents is always welcome, contact the Canteen Manager directly on 9021 6407.