



WHAT TO DO IF:

1. YOU ARE ABSENT FROM SCHOOL

Have a parent or guardian write and sign a note in your diary stating the date and reason for the absence. Hand the note in to the office.

2. YOU WILL BE ABSENT FROM SCHOOL IN THE FUTURE

Bring a note similar to the absence note. See the teachers of any classes you will miss to avoid missing important work or information.

3. YOU ARE LATE FOR SCHOOL

Report to the general office and record your arrival in the book provided. If there is a good reason for being late you should bring a note to the office.

4. YOU NEED TO LEAVE SCHOOL BEFORE THE END OF THE SCHOOL DAY

This should only occur in exceptional circumstances. You should have a note in your diary explaining the need to leave during the day. You should show this to the teacher concerned. It is advisable to check with the teachers of any classes you will miss. Before leaving you must record your departure in the book provided in the general office. If someone is picking you up, you should arrange to meet at the general office.

5. YOU WISH TO TRAVEL ON A SCHOOL BUS

You need to obtain a bus permission form from the bus co-ordinator, or download this from the school website, and have this signed by your parent or guardian and handed to the bus co-ordinator at least ONE day prior to the day of travel. The form must also be signed by the bus coordinator, Principal or Assistant Principal and shown to the bus driver.

6. YOU WISH TO LEAVE THE SCHOOL DURING LUNCH TIME

If you live in Dimboola, you may go home for lunch each day - bring a note requesting this to your level coordinator. Unless there are special circumstances all other students are expected to remain at school throughout the day. If there is a special reason for you to leave the school during lunch time you should bring a note requesting this and show it to your level coordinator, clearly explaining why it is necessary. You will be issued with a leave pass.

7. YOU ARE UNABLE TO WEAR CORRECT UNIFORM

There should be a brief note in your diary signed by a parent or guardian. At the start of the day show this to your level coordinator who will issue you with a uniform pass.

8. YOU LOSE SOME PROPERTY AT SCHOOL

Check the lost property collection in the staff room and at the office. If the item is unable to be found inform the level coordinator. NOTE- your clothing and property should be clearly labelled with your name.

9. YOU DAMAGE SCHOOL PROPERTY

Accidents do happen. You should immediately report any damage to the teacher in charge of the area or the Assistant Principal. If the damage is the result of your misbehaviour, you will be expected to pay for it.

10. YOU LOSE YOUR DIARY

As a temporary measure, see your level coordinator for a copy of a diary page. You will need to replace the diary at your own expense as soon as possible - see the Assistant Principal.

11. YOU ARE UNABLE TO COMPLETE SET WORK BY THE DUE DATE

Bring a note explaining the circumstances, signed by a parent or guardian. Show this to the teacher **before** the work is overdue and it may be possible to arrange an extension of time.

12. YOU ARE HARASSED OR BULLIED

If such behaviour continues after you have requested it to stop without retaliation, you should tell someone: your mentor, level coordinator, Assistant Principal, school nurse or any teacher with whom you feel comfortable, a friend or parent. Bullying can be reported by email.

Don't ignore it. Such reports will be treated seriously and every effort made to ensure that harassing behaviour ceases.

