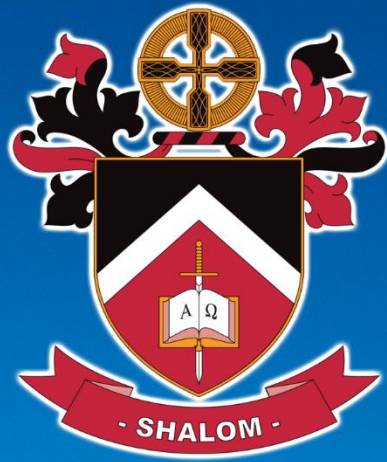


# SHALOM COLLEGE



WHAT TO DO IF...



### **YOU ARE SICK AT SCHOOL:**

During class:

- Go to your class teacher and ask to be sent to Student Reception (class teacher will phone office)

During a break time (lunch or afternoon tea):

- Come into Student Reception
- If needing to go home, see your Head of House for a 'Home Pass' before coming to Student Reception (collect school bags on way to Student Reception)
- Student Reception Staff will phone parent (*do not contact parent directly from your mobile phone*)

### **YOU ARE SICK AND UNABLE TO COME TO SCHOOL:**

- Parent preferably inform of absentee via Shalom College App (select 'Absentee' icon) or Parent Lounge (Student Details > Attendance > +Add Absentee Notification)
- If unable to login, email [absentees@shalomcollege.com](mailto:absentees@shalomcollege.com)
- Phone absentee line is available by contacting 4155 8181

### **YOU ARRIVE LATE TO SCHOOL:**

- Parent to write a signed note in student's Record Book advising time and reason
- On arrival, student to present to Student Reception to sign in electronically, a 'Late Pass' will be issued
- 'Late Pass' must be signed by office staff and presented to class teacher

### **YOU NEED TO LEAVE SCHOOL EARLY:**

- Parent to write a signed note in student's Record Book advising time and reason
- On arrival to school, the note in the Record Book must be signed by your Head of House
- When it's time to leave, student presents note in Record Book to class teacher
- Before departing the College grounds, student presents to Student Reception to sign out electronically

### **YOU NEED TO USE YOUR MOBILE PHONE:**

- Ask a teacher for permission to use your mobile phone
- Mobile phones can only be used through the day with teacher permission
- On the bell for class, students may use their phone to access their timetable on SIA

### **YOU NEED TO MAKE CONTACT WITH A PARENT:**

- Go to the office and ask to ring parent (**do not contact parent directly**)

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*If you don't have a teacher's permission your phone may be confiscated and kept at the office for a parent to collect after 3.00pm*

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### ***YOU FORGET YOUR HAT/TIE/HAVE THE WRONG SHOES/NOT IN FORMAL UNIFORM:***

- The Heads of House are responsible for the standard of grooming and uniform in their House
- Students who do not comply with the College standard will spend time with their Head of House

### ***RECORD BOOK:***

- Parents are asked to look over their child's Record Book consistently
- PC teacher signs the Record Book each week

### ***YOU LEAVE YOUR LOCKER KEY AT HOME:***

- Go to your Head of House or PC teacher to obtain spare key
- Remember to return the spare key at the end of the day to your House Coordinator

### ***YOU MISS YOUR AFTERNOON BUS:***

- Advise the teacher on duty immediately (often the bus can be radioed to stop as they are held up in the College driveway)
- Parent will be contacted if bus has gone

### ***YOU WANT TO SEE THE COUNSELLOR:***

- Appointments may be made through Student Services
- There is a link on SIA where students and parents can make an appointment

### ***YOU NEED TO TAKE MEDICATION WHILE AT SCHOOL:***

- All medication, including over-the-counter medicine, is to be handed in to Student Services or Student Reception with a note outlining dosage and time to administer
- Come to Student Services or Student Reception to take the medication

### ***YOU LOSE PROPERTY EG. SHOES, HAT, JUMPER, ETC:***

- Look in the last known location first and if not found come to Student Reception and ask for lost property
- Ensure all items are clearly named
- Strongly suggest to have name embroidered on hats & collars of blue Jackets

### ***USE OF FACILITIES DURING BREAK TIMES:***

#### *Sports Centre/Outdoor Basketball Courts/Handball Courts*

- On second bell students may go over to the Sports Centre (girls only) or the Outdoor Basketball Courts (boys only) to play basketball, or to the Handball Courts
- No food or drinks to be taken out of the eating areas
- Need to have shoes on at all times (may change into sports shoes)

### *Oval*

- On second bell you may go to the oval
- You may change into sports uniform and shoes
- You should be playing an organised game
- Hats must be worn at all times
- No food or drinks to be taken out to the oval

### *Library*

- On second bell you may go to either library (also open at Afternoon Tea)
- Beerarlem – Set activities
- Goondeel – quiet study/work/reading/printing

### **BEFORE SCHOOL:**

- Sit in the Year 7/8/9/10 eating area
- If you have catering ingredients go straight up to the catering block and hand in your goods
- Go straight back to the Year 7/8/9/10 area
- If you wish to use the Library you may go there, leaving your bags on the bag rack provided

*Please do not hang around the catering block or outside the library*

You must not leave the Year 7/8/9/10 eating area until the bell goes for the start of the day.

### **BREAK TIMES:**

- Go straight to your eating area and remain there
- **On second bell you must not go back to your House blocks**
- You may use the facilities mentioned earlier; you may go to the canteen
- If you have a lunch box etc. you need to keep it with you until the bell for Period 3 rings
- No students are to be in and around classrooms unless a teacher is present.

***It is important to remember that you need to be under teacher supervision at all times ....***

Therefore, students cannot be anywhere where teachers are not actively supervising

If a teacher does not turn up to your class, one member of the class needs to see a teacher in a nearby classroom and ask them to phone the office ...or ...one student comes down to the office and informs them.

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***Please read the College Newsletter each week and follow our Facebook pages***

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