

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):

- Go to Student Reception.
- Student Reception Staff will phone parent to organise collection (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@rok.catholic.edu.au
- Phone absentee line is available by contacting 4155 8181.

YOU ARRIVE LATE TO SCHOOL:

- Parent can write a signed note in student's Record Book or call the office to advise 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 the student's Record Book advising the time and reason for leaving.
- If the departure is **unplanned** (for example, if an appointment is made after the school day has commenced), the parent or carer should phone the College Office on 4155 8111 as early as possible so arrangements can be made. The student is required to collect a pink Leave Pass from Student Reception.
- When it is time to leave, the student must present the note in their Record Book, or their Leave Pass, to their class teacher.
- Before departing the College grounds, the student must present to Student Reception to sign out electronically.
- A parent or carer must present to Student Reception to collect them from the College.

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)

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.

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. See them on arrival to school with a note from a parent/guardian explaining the reason.
- 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 Head of House.

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.

Y**OU NEED TO TAKE MEDICATION WHILE AT SCHOOL:**

- All medication, including over-the-counter medicine, is to be handed in to Student Reception along with a completed Administration of Medication form and in a pharmacy labelled box.

LOST PROPERTY EG. SHOES, HAT, JUMPER, ETC:

- Look in the last known location first and if not found come to Student Reception and if any items have been handed in.
- 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 food.
- 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.