



- 1 YOU ARE LATE FOR SCHOOL**
 - a Report to the General Office for a 'Late' slip.
 - b You should have a note to explain your lateness.

- 2 YOU ARE ABSENT FROM SCHOOL**
 - a Students who are absent from school must bring a signed note from home.
 - b If the absence is to be more than a day or two, parents should ring the school and notify the office staff.
 - c Student Absence Phone Number—4797 1366

- 3 YOU WISH TO LEAVE THE SCHOOL GROUNDS**
 - a Notes from parents seeking permission must be taken to the Deputy Principal before school.
 - b After the note is signed, present it to the General Office.
 - c You will be given a slip to present to your teacher.

- 4 YOU ARE ILL**
 - a Report to the General Office.
 - b Your parents will be called to take you home.

- 5 YOU ARE INJURED**
 - a Report to the nearest teacher or to the General Office.

- 6 YOU ARE ON MEDICATION**
 - a The medication is to be given to the General Office for particulars to be recorded. The doctor's instructions must be written on the bottle. Parental permission must be produced in writing.

- 7 YOU RIDE A BICYCLE TO SCHOOL**
 - a Students who ride bikes to school must wear a helmet.
 - b Park and lock your bicycle in the racks provided.
 - c Do not loiter in this area.

- 8 YOU TRAVEL BY BUS**
 - a Line up in an orderly manner.
 - b Only board the bus under the direction of the teacher on duty.

- 9 YOU LOSE PROPERTY**
 - a Retrace your steps.
 - b Report the loss to your teacher.
 - c Check with the Janitor and the General Office for lost property.

- 10 YOU HAVE MONEY OR VALUABLES AT SCHOOL**
 - a Leave at the General Office with your name.
 - b Collect before you go home.

- 11 YOUR PERSONAL DETAILS CHANGE**
 - a Collect Change of Details Form from the General Office.
 - b Notify the General Office immediately of any change in address and telephone number.

- 12 YOU ARE NOT IN CORRECT UNIFORM**
 - a Report to the Year Level Coordinator of your year level with a note of explanation.

- 13 YOU ARE LEAVING INGHAM HIGH**
 - a Parents are requested to notify the School Administration of the date the student will be leaving and where the student will be going.
 - b Ask the office staff for a Departure Form.
 - c Take this to the designated teachers and to library staff who will signify if all school property has been returned.
 - d Hand completed sheet to the General Office.