

STUDENT RESPONSIBILITIES

1. YOU ARE LATE FOR SCHOOL

- Report to the General Office to sign in.
- You must have a note to explain your lateness or prior phone call made to the school by Parent/Caregiver.

2. YOU ARE ABSENT FROM SCHOOL

Parents/Caregivers must notify the school on the morning of the absence by one of the following methods:

- Phone the School Absence Line on **4797 1366** (This number will divert directly to a Message Bank).
- Send a text to the "SMS Only" Absence Line on **0427 263 905** (NB: Please use text only. Photos or emojis are not supported by this service).
- Email absences@inghamshs.eq.edu.au

The following information is required when reporting an absence:

- a) Student's name;
- b) Date/s of absence;
- c) A reason for the absence.

For example: John Smith, dentist appointment Townsville, 15 June

NB: A text message will be sent to Parents/Caregivers after 10:30 am if notification of the absence has not been received by the school.

3. YOU WISH TO LEAVE THE SCHOOL GROUNDS

- Notes from Parents/Caregivers seeking permission must be taken to the General Office before school or Parents/Caregivers must phone the school on **4797 1333** prior to you leaving the school grounds.
- You will be given a slip to present to your teacher.
- If the school has not received a note or a phone call, you must report to the Deputy Principal.

4. YOU ARE ILL

- Advise your teacher and report to the General Office.
- Parents/Caregivers will be contacted.

5. YOU ARE INJURED

- Report to the nearest teacher or to the General Office.

6. YOU ARE ON MEDICATION

- Parents/Caregivers must complete a **Request to Administer Medication at School Form** available from the General Office.
- Pharmacist's directions for administration of the medication must be written on the container. **(The absence of instructions means school personnel cannot administer the medication).**
- All medication must be left at the General Office.

7. YOU RIDE A BICYCLE TO SCHOOL

- Park and lock your bicycle in the racks provided.

8. YOU TRAVEL BY BUS

- Line up in an orderly manner.
- Only board the bus under the direction of the teacher on duty.

9. YOU LOSE PROPERTY

- Retrace your steps.
- Report the loss to your teacher.
- Check with the General Office for lost property.

10. YOU HAVE MONEY OR VALUABLES AT SCHOOL

- Leave at the General Office with your name.
- Collect at the end of the day.

11. YOUR PERSONAL DETAILS CHANGE

- Collect a **Change of Details Form** from the General Office.
- Parents/Caregivers are to complete and sign form and return to the General Office.

12. YOU ARE NOT IN CORRECT UNIFORM

- Refer to Page # "Dress Code" for correct uniform expectations.
- Report to the General Office before school with a note of explanation.