

# SCHOOL DAY PROCEDURES



## Before School

- Day students are not supervised on the grounds before 8.00am
- Students are expected to come directly to school. **Upon arriving at the College, students are not permitted to leave the grounds without permission from a Head of School.** If permission is given, students must sign in and out at Student Reception
- At 8.25am, students are to organise materials for morning lessons and move to Lesson 1 by 8.30am

## During the School Day

- All students must collect books before 8.30am, at the end of First Break, and at the end of Second Break, to be fully prepared for the next lessons
- Prior to the start of a lesson, students are to line up outside the classroom and wait quietly for the teacher. Students may be given set places in the classroom and are expected to sit in these unless otherwise directed.
- All students are expected to

follow classroom procedures

- Students are required to have their Planner signed by their teacher/supervisor to leave the classroom during class time
- Students are not permitted to leave the school grounds during the school day without permission
- Mobile phones should not be used from arrival at the College up until 3.00pm. All phones must be locked in lockers and remain there during the school day. Phones may be accessed briefly in break time to check for important messages from parents, or used for educational purposes with the permission of a teacher
- If a student becomes sick during class, she is to report her illness to her teacher. If necessary, the student is sent to Student Reception and will be referred to the Health Centre
- If it is necessary for a student to bring medication to school, it must be handed in to the Nurse

## End of School Day

- Active supervision of students

will be provided until 3.20pm daily. Students may undertake study in the library until 5.00pm Monday to Thursday, or until 3.45pm on Fridays

## Late arrivals/early departures

- Students arriving late to school are required to report to Student Reception to sign the register. A note or email of explanation from parent/supervisor should be provided
- Students who need to leave the College early must supply written permission (email or note) to their HOS or Student Reception by 8.25am that same day
- Parents of students in Years 7-10 are required to sign their daughter out at Student Reception before departing the College. **Students in Years 11 and 12 may independently sign out with written permission provided by parents and as approved by the HOS**