

Practices and Procedures for De La Cronulla

**Info to help you
navigate senior school**

What Happens if I am late?

- ❖ You must tap in at the kiosk at the front office. You do not go straight to your homeroom- Until your Compass card comes, see the office staff.
- ❖ If you are late you must have a note with a valid reason.

Valid reasons

- Buses were late or traffic issues.
(This will be checked and there will be a number of other students who will also be affected)
- Prior commitments that have been passed with the Principal or myself eg training for representative level sports
- Medical - with details given to Year coordinator

Invalid Reasons

- Slept in
- I was running late (get organised!!!!)
- The surf was good
- I had to stop and grab a coffee
- There was no parking! Get here earlier!

What's your funny excuses for being late to school?

e.g.

My alarm clock went back to sleep. I didn't want to wake it up.

What Happens if I am late?

- ❖ If you are late on **THREE** or more occasions, without a valid reason you will receive a detention. Your parents and yourself will receive notification via email.
- ❖ If you are not sure about the validity of your reasons or you are concerned about anything, please see Mrs O'Connor or Mrs Meagher.
- ❖ If there is a situation that is out of your control that inhibits you from arriving on time, please see your Pastoral teacher or your Year Coordinator straight away. We are here to help.

Pastoral is important!!

- It sets you up for the day
- You receive important information about events etc
- It helps build community
- It will be classified as a partial absence and will Be recorded on your report.



Day Absences- Sick days, leave, holidays, sporting commitments

- ❖ If you have been away sick, you must present a note, phone call or add an attendance note to Compass within SEVEN DAYS of your return.
- ❖ This is a legal requirement.
- ❖ If not note is brought in or if is after **7 days**, your absence will still remain unjustified on your report.
- ❖ Your days absent will be part of any University Early Entry application. Unjustified Absence does not look good on your application.
- ❖ If you are sick especially more than TWO or Three days, please let the office know.
- ❖ Any work etc can be sent home and the teachers notified so they can help you on your return.
- ❖ A Doctor's Certificate will be sought if an assessment task or special event is missed



Day Absences- Sick days, leave, holidays, sporting commitments

- ❖ When going on leave for a holiday etc you must via email or letter inform the Principal of your plans.
- ❖ Your leave will either be approved or not approved based on any special events such as Masses, Founder's Day or Assessment tasks / Exams
- ❖ It is best to contact the school if you have any concerns about the timing of taking leave.
- ❖ Remember, this is senior school and it is extremely hard to catch up on work missed over a great period of time. It may also add extra pressure on the student.
- ❖ Sports leave (representative) should be applied for in the same way with the appropriate forms (A1) filled in.

Day Absences- Sick days, leave, holidays, sporting commitments

If you are in representative Sport or going on extended leave you may need this form
Ask your Year Coordinator for details

A.1 Application for Extended Leave – (Including Travel)(Leave between 10 – 100 days)

DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE

Start Date of leave:		End date of leave:	
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Number of School Days absent:

Certificate of previous Exemption/Extended Leave-Travel attached (Please tick): Yes No

PARENT DETAILS:

Family Name		Given Name	
Address:		Post code:	
Telephone Number		Relationship to Student	

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted: I am responsible for his/her supervision during the period of extended leave. The provided period of extended leave is limited to the period indicated the provided period of extended leave is subject to the conditions listed on the *Certificate of Extended*.

For leave greater than 50 days (10 weeks of a school term): When travel / leave period exceeds 10 weeks access to Distance Education or enrolment in another school must be considered.

Leave-Travel

The period of extended leave will count towards my child's absences from school I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave-Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/caregiver: _____ **Date:** / /

Once you have completed and signed this application please return this form to the school Principal

Application for Extended Leave - Travel (Leave between 10 – 100 days) Page 2

Day Absences- Sick days, leave, holidays, sporting commitments

- ❖ All students going on leave for a number of days will need to see all their teachers with a GREEN FORM. This form will inform the teacher of your leave, and will enable them to organise work that you will miss and provide a support buddy to help collect work.
- ❖ It is an expectation that if Leave is taken, that it is the responsibility of the student to catch up on work missed.
- ❖ Missing ONE or TWO days of school could be a 5 mark response in your HSC.

Important dates for Compulsory Attendance

It is important that you attend the days that the school organises that helps build community and supports the wellbeing of the students in our community.



- You must attend all Masses, Reflection Days, Community events, Retreat
- If you do not attend, you will be requested to present a Doctor's Certificate
- Students who constantly miss these events may jeopardise their attendance at the Year 12 formal

The Teachers organising these events put a lot of time and effort to make your schooling enjoyable and community orientated. These are where memories are made and fun is had.

Please challenge yourself to make the most of the opportunities this College provides

What do you do if you have to leave school for an appointment?

- The Year Coordinator needs to be informed if any appointments are made throughout school time.
- You must have a note from a parent or guardian. It should include the type of appointment. (eg dentist appointment) Not just appointment (could be code for going to the sales)
- Appointments should be made outside of school time, however, if this is not possible, the student should try to remain and/ or return to school where possible.
- **Parents should not ring the office to collect their son or daughter for an appointment without the knowledge of the Year Coordinator!!!**
- Parents are not to ring their son / daughter directly on their phones for them to go to the office. **This disrupts the learning of others.**

What do you do if you have to leave school for an appointment?

- ❖ Hand your note to the Year Coordinator as soon as you get to school or ask permission from your Pastoral teacher to see the Year Coordinator.
- ❖ You will receive from the Year Coordinator or Assistant Year Coordinator, a **BLUE FORM** which will be filled in by them.
- ❖ When it is time to leave, show this form to your teacher and go to the office to sign out.
- ❖ Show the Office staff your note and your **BLUE FORM** and they will help you sign out.

What do you do if you have to leave school for an appointment?

This is the form you need to have signed by your Year coordinator / Assistant Year Coordinator. You must then show your teacher when you leave and hand this into the office when you depart. You must also sign out through your Compass card



DE LA SALLE COLLEGE CRONULLA

PERMISSION TO LEAVE SCHOOL GROUNDS

Yr.

STUDENT'S NAME.....

HOME ROOM TEACHER.....

PERMISSION TO LEAVE AT.....
Time Date

PERMISSION TO GO HOME SICK (if parents can be contacted) at :
.....

PERMISSION TO LEAVE SCHOOL GROUNDS at.....
and return by.....
time

SIGNATURE :.....

What do I do if I need to go to TAFE?

- ❖ All students who attend TAFE will need to follow the correct procedure each week. TAFE classes commence in Week 3.
- ❖ Individual students will have their own set time to leave for TAFE.
- ❖ Students are not to leave any earlier than the time stipulated by Mrs Kennedy and the office.
- ❖ When it is time to leave, please inform your teacher and go directly to the office.
- ❖ Follow the correct signing out procedures by using the Kiosk and your Compass card.

What do I do if I am absent from TAFE?

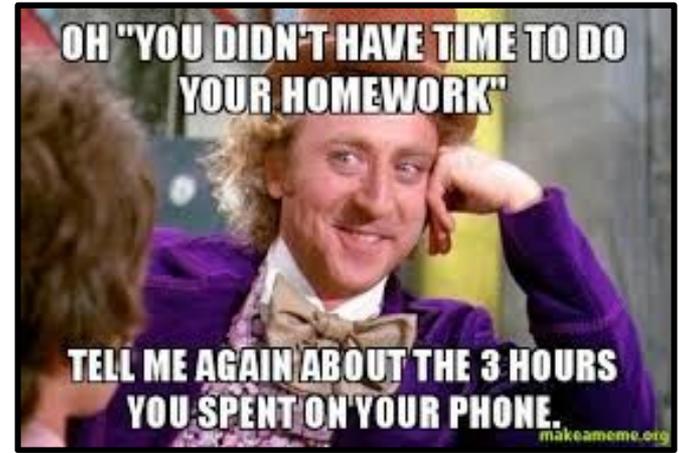
- ❖ If you are going to be absent from TAFE you will need to inform the College of your absence. This will need to be in writing - via an email to Mrs Kennedy. This must be done, even if you are absent for the entire day.

Tuesday Afternoon Assembly

- ❖ Every Tuesday of Week **ONE**, there will be a Year Assembly that is compulsory
- ❖ It will begin at 1:30 and conclude at 2:00pm.
- ❖ There are to be **NO STUDENT** making appointments or making work commitments at this time.
- ❖ This is an important time where the Year Coordinator, Assistant Principal, Principal and other teachers will have the opportunity to pass on valuable information.
- ❖ How well you get to this assembly **on time** and **how well you listen** will determine **how long you stay**.

Homework Club and Uniform Infringements

- ❖ Homework Club has been introduced to the school to help students catch up on work that they have not been able to complete for their class teacher.
- ❖ Homework Club is always held on the same day that Homework is due
- ❖ Teachers have the authority to hold back a student until 3:30pm without parent permission.
- ❖ If you have work commitments etc you must reorganise with your teacher
- ❖ The Principal, the Assistant Principal or the Coordinators have the authority to ask you to remain at school for numerous uniform infringements until 3:30pm
- ❖ Repeat offences will lead to an hour detention.



Who are the teachers who can help?

- ❖ Pastoral teachers- should be first person you see about concerns or issues
- ❖ Mrs Meagher and Mrs O'Connor for any wellbeing areas or general concerns
- ❖ KLA coordinators will help with specific subject areas
- ❖ Mrs Kennedy for Careers and Vocational information
- ❖ Mr Ginestra for timetable issues and NESAs requirements
- ❖ Mrs Fraser - Leader of Learning , Study timetables, guidance for learning
- ❖ Sarah Clay Counsellor
- ❖ Mrs Cullen and Mrs Hughes for spiritual and community service involvement
- ❖ Ms Fox for sport

Colour Houses

BLUE	WHITE	RED	GREEN	YELLOW
Benilde Carmody	Chisholm Hours	MacKillop McAuley	Miguel O'Connor	Polding Slattery
WISDOM	HUMILITY	COURAGE	HONESTY	COMPASSION