



ILLAWARRA
CHRISTIAN
SCHOOL



2018 Senior Secondary Student Handbook

Frequently asked questions in High School

What do I do if I am late?

If you are late you need to sign in at the office before going to class. If the school bus is late, you are still required to sign in at the office.

If you arrive after 9.30am you need to bring in a note from a parent stating the reason. (Notes from the blue absence book can be used- if you need a blue book, just ask at the office).

What do I do if I am leaving early?

A signed note from your parents should be brought in (notes from the blue absence books can be used – if you need a blue book just ask at the office). This note should be shown to the teacher during the period you are leaving from and then handed to the office. All students (except Year 11 and 12) need to be collected from the office.

What do I do if I am a senior and I have an early finish day?

You will need to bring in a note from your parents giving you permission to leave early. You will be issued an early leaving pass, which needs to be shown each day you leave early. If there is a change to your timetable, you will need to bring in a new note with the changes and a new early leaving pass will be issued.

What do I do if I am absent from school?

We ask that a parent calls to advise of your absence. A message can be left on the school telephone system. If a parent does not call, an SMS will be sent asking them to call or text back the school. On your return to school you are to bring in an absence note (a note from the blue absence book). This note should be put in the absence note mailbox which is located near the office.

If you are going to be absent from school for an extended period there is a special exemption form that your parents need to fill in. These can be obtained from the school office or downloaded from the school website, click on forms under the community tab.

Where do I go if I am feeling unwell?

If you feel unwell at school, check with your teacher who will send you to the sick bay, which is located in the office. If you need to go home, the office will call a parent to pick you up. Please don't use your mobile phone for this purpose.

When can I go to the office if I have a question?

Please do not go to the office during class time unless you have permission from your teacher. Office staff are happy to help you before school, recess, lunch and after school.

Can I bring my mobile phone to school?

Yes you can bring your phone to school but it needs to be switched off during the school day (including recess and lunch), on school excursions, camps or activities. If your parents wish to contact you they should do so via the school office. If you need to call home please ask the office staff.

What do I do with excursion permission notes?

Excursion notes are sent home to parents via the program Signmee. Parents need to sign up to this system and all notes are lodged electronically.

What do I do with all other notes?

If you are not sure where a note should go, check with your pastoral care teacher and they can direct you.

Where do I apply for a School Opal Card (which have replaced paper bus passes in 2016)?

Applications for School Opal Cards now need to be completed online at transportnsw.info/school-students

This form needs to be filled in by a parent online. The office will then endorse the application online and you will be posted your opal card to your home address.

To report a lost, stolen or damaged School Opal card, phone **131 500** or email concessions@transport.nsw.gov.au quoting the student's name, address and school. A card replacement fee may apply.

If you need help with bus routes, ask the office staff. All students catching buses in the afternoons, need to wait under the COLA until their bus has arrived. When buses arrive, students walk down the northern driveway to the bus stop on Derribong Drive.

Where do I get a concession card?

If you are 16 years old, you are entitled to a concession card. These can be collected from the office. Cards are replaced each year on 1st April. If you need a proof of age card and you are not yet 16, these can also be collected from the office.

Where do I go if I am placed on detention?

Detention is held in C21 on Monday, Wednesday and Friday during the second half of lunch (1.50pm). If you have a question about detention please see Mr Hewitt whose office is in the Administration Building.

If I have PE or sport during the day, when do I wear my sports uniform?

You are to change into your sports uniform at school for PE. If you have sport for the first learning session of the day, you should wear your normal uniform to school and change after devotions. If you have PE during last period, you may go home in your sports uniform.

Sport for all secondary students in Year 7-10 is on Thursdays in 2018. Sport uniform is worn to school on Thursdays.

Sport and regular uniform **may not be interchanged** ie: your woollen jumper with your sports uniform and your sports jacket with your normal uniform.

The school tracksuit is compulsory when representing the school at sporting events.

Some members of the ICS community suffer severe allergies to aerosol sprays that can act as a trigger to an asthma attack. Aerosols are banned from school premises. Roll-on and stick deodorants are permitted at school.

What do I do if I have to wear a wrong item of uniform?

If you have a problem with part of your uniform (eg: you forget your sports uniform, you are wearing the wrong shoes because your shoes broke) you will need to come to the office after devotions to get a **blue slip**. You will carry this slip with you and show it to anyone who asks in relation to your uniform.

What jewellery can I wear to school?

Plain small headed studs or sleepers of neutral colour (at most one per ear) can be worn in ears. No other pierced body parts to hold jewellery. Senior Students are permitted to wear moderate amounts of jewellery and makeup.

Where is lost property located?

Lost property in the school office. Please label all your items, so these can be returned to you if they are misplaced.

Uniform Shop Opening Hours

Mondays 8.30am-11.30am and 1.30pm-4.00pm

Wednesday 8.30am-11.30am

Second Hand Uniforms can be purchased from the school office.

Uniform reminders:

- School socks should be grey (for boys) and while (for girls) and must be proper socks that fold down, as sold in the uniform shop, not sports sockettes.
- Sports shoes are to be white joggers only, with up to 10% of colour.
- Black leather lace up shoes should be worn for your normal uniform. Joggers may not be worn, even if they are partly composed of black leather. The definition of a “jogger” is a shoe that has fabric and foam rubber padding as a lining.
- Regular Uniform and sports uniform cannot be mixed. Such as wearing your regular woollen jumper with your sports uniform or your sports jacket with your regular uniform.
- All undergarments for warmth are to be white and not showing below blouses, shirts or jumpers, at necklines or below short sleeves.

What do I do if I want to hire a locker?

If you are in Years 11 and 12, you can hire a locker. Come to the office and speak to Mrs Sullivan who will give you the application form.

Who do I see if I would like to see the school counsellor?

You can speak to your teacher who can refer you or see the office staff they will organise an appointment.

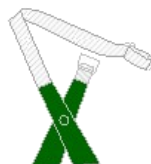
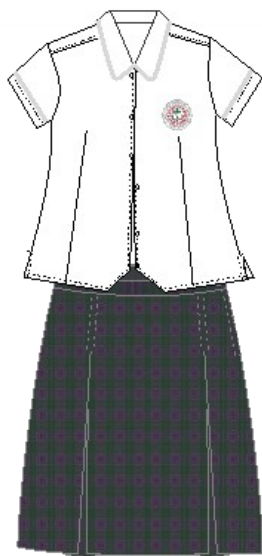
Questions

Who do I see first about:

Pastoral Issues	Stage Coordinator
Peer conflict or discipline	Stage Coordinator
Timetable and exams	Mr Hewitt
IT Issues	Mr Spreitzer
Careers	Mr Hewitt

Stage Coordinators:

Years 7—10 — Mrs Meg Story
Years 11—12 — Mrs Sarah Lainson

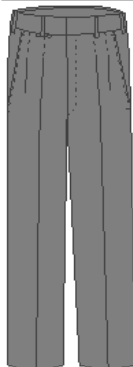
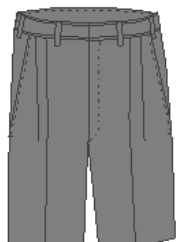


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P-6 Hat



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2018 Bell Times

Secondary Bell Times	
Staff Devotions	8:30am
Secondary Devotions	9:00am
Learning Session 1 Period 1	9:15am
Period 2	9:52am
Break 1	10:29am
Learning Session 2 Period 3	10:47am
Period 4	11:24am
Break 2	12:01pm
Learning Session 3 Period 5	12:19pm
Period 6	12:56pm
Break 3 (a)	1:33pm
Break 3 (b)	1:53pm
Learning Session 4 Period 7	2:13pm
Period 8	2:50pm
Bus Lines	3:27pm



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