

# SP DAILY GUIDELINES 2026

*This information is provided to families each year. Please familiarise yourself with details.*

<b>School Times</b>	Commence at 8.35am and finish at 3.10pm.
<b>Office Hours</b>	Student Services hours of 8.30am – 3.30pm.
<b>Legal Responsibility</b>	This responsibility is assumed by the College for students from 8.15am until 3.30pm each school day.
<b>Outside School Hours Care (OSHC)</b>	<p>After School Care operates Monday to Friday between 3.10pm – 6.00pm  Vacation Care operates at Brooklyn Park campus, Monday to Friday between 7.30am to 6.00pm  Pupil Free Days Care operates between 7.30am to 6.00pm</p> <p>To make a booking for OSHC or Vacation Care, you need to enroll into the YMCA OSHC service. Click this link for further details <a href="#">OSCH</a></p>
<b>Daily Absences</b>	<p>Direct Absentee Line, 8292 3838 or use SEQTA app to notify us each day your child is not attending school, by 8.30am. This service can be accessed at any time of the day or night.</p> <p>If students are unwell, it is expected that students will remain home as viruses etc. spread easily in an environment such as a school. Students are required to remain home 24 hours after vomiting.</p> <p>Parents will receive an SMS notification if their child has been marked as absent without the school being informed. If there are any queries regarding absentee data please contact <b>Student Services</b> at <a href="mailto:spstudentservices@emmauscc.sa.edu.au">spstudentservices@emmauscc.sa.edu.au</a> or call <b>8292 3820</b>.</p>
<b>Students arriving late/leaving early</b>	<p>Students arriving any time after 8.35am or leaving early must sign in/out on the iPad at Student Services.</p> <p>Parent notification to Student Services is required.</p>
<b>Holiday Absences &amp; Prolonged Absences</b>	<p><b>Primary Students</b>  If a student is intending to be away for a period of five or more school days at any given time, an application for leave must be addressed via email to <b>Liz Hinrichsen, Principal of Junior School</b>. An exemption form will be distributed and collected by the same.</p> <p><b>Secondary Students</b>  If a student is intending to be away for a period of five or more school days at any given time, an application for leave must be addressed via email to <b>Andrea Gear, Principal of Secondary School with a CC to the respective Year Level Director</b>. An exemption form will be distributed and collected by the same.</p>
<b>Visitors</b>	Visitors (including parents) are required to report to the Front Office to receive a Visitor's Badge and sign in.
<b>Email Communication</b>	As a college we regularly communicate with families by email. Please update any changes to your information with Student Services via email to <a href="mailto:spstudentservices@emmauscc.sa.edu.au">spstudentservices@emmauscc.sa.edu.au</a>
<b>Messages</b>	Messages to students are to be limited to situations of urgency and can only be done if the Front Office or Student Services is advised by <b>2pm</b> .

<b>Excursions &amp; Volunteering</b>	<p>Parent involvement in excursions is often encouraged. Parents must have a current Child Related Screening to be involved in such activities.</p> <p>Instructions for applying for WWCC are available at on the College website <a href="#">Volunteer</a> section or email <a href="mailto:volunteer@emmauscc.sa.edu.au">volunteer@emmauscc.sa.edu.au</a></p>
<b>Canteen</b>	<p>The <b>South Plympton</b> Campus has a canteen.</p> <p>Order using the QKR app. No minimum spend required. Eftpos (physical card not phone) is available with a \$5 minimum for Secondary students. Junior School parents are able to pay via Eftpos before school, 8.30am – 9.00am.</p> <p>An emergency lunch can be provided at a minimum cost to students without lunch. Please find details of the <b>Qkr!</b> App via this link <a href="#">Canteen</a></p>
<b>Uniform &amp; Dress</b>	<p>The College uniform is compulsory. Please read the uniform booklet which can be found on our College website via this link <a href="#">Uniform</a></p>
<b>Personal Devices</b>	<p>Personal devices such as mobile phones should not be used at any time and are to remain in school lockers.</p>
<b>Withdrawing Student Procedures</b>	<p>ONE TERM'S NOTICE of intention to withdraw students from the College is required. In lieu of short notice ONE TERM'S FEES will be required.</p> <p>Notice to withdraw your child from the commencement of a new school year <u>must be received by Student Services</u> by the end of Term 3 of the previous year.</p>
<b>Cars dropping &amp; Collecting students</b>	<p>In the morning and afternoon cars use the 2-minute zones on Lynton Ave and Wheaton Street as a 'Kiss and Drop' Zone only. Cars cannot stand or park on Lynton Avenue between 8.00am - 9.00am and between 3.00pm - 4.00pm and drivers must remain in their vehicles during this time.</p> <p><u>We will keep you informed of any changes to this arrangement.</u></p>
<b>Students needing FIRST AID at school:</b>	<p>First Aid is provided at school for children who are injured or become sick <u>at school</u>. Minor injuries are treated by the First Aid Officers. First Aid Officers do not provide ongoing treatment. You will be contacted if your child needs to go home.</p> <p>The College will call an ambulance if necessary.  <u>(The cost of the ambulance is covered by the school's ambulance membership)</u></p>
<b>Medical conditions and medications</b>	<p>Where possible, medication should be administered outside of school hours. All medication needed during school hours is administered by First Aid Staff. Legally, the medication can only be administered where a parent has provided the appropriate Medication Plan. The term 'medication' includes prescription medication, eye drops, ear drops, creams, paracetamol, antihistamine, other medication that can be bought over the counter and alternative medicines (vitamins and nutritional supplements).</p> <p>All students with diagnosed asthma must have an <b>Asthma Action Plan</b> in place. Please note that if your child has anaphylaxis, seizures or another diagnosed medical condition, the doctor will need to complete a condition specific health care plan for them.</p> <p>The above-mentioned forms are available from the College's website via this link <a href="#">Medication and First Aid</a>, First Aid Office or Student Services.</p> <p>All Medications must be provided to the College, by an adult, <u>in the original container with the label from the pharmacy attached</u>.</p>
<b>Head Lice Policy Information</b>	<p>Please notify the school immediately if you find your child has Head lice or lice eggs in their hair.</p>