



Dear Parent/Guardian,

For all pre-arranged appointments where a student is required to be collected early from school a note must be written in the student diary. Your child will need to show this to their teacher so they can be excused from class and be ready at the Front Office at the required time. Where possible students should be collected at recess and lunchtime to avoid interruption to other students. It is not possible to page students during class time as this will interrupt students across the entire campus.

If your child does contact you from their mobile whilst at school stating they are unwell, you should instruct them to attend Sick Bay. Parents/guardians will be contacted if a student needs to be collected.

Students who go home without attending Sick Bay will need to be collected from the front office and they may need to explain to a member of staff as to why they are going home. Time lost from unapproved absences will need to be made up in Homework Club or WAR.

Period 1:	9.00am
Recess:	10.55am – 11.20am
Lunch:	12.50pm to 1.30pm
Finish:	3.05pm
Absentee Line:	03 9743 5061
General Office:	03 9743 4622
Office Hours:	8.00am to 4.00pm Monday to Thursday 8.00am to 3.30pm Friday
Uniform Shop:	Monday 8.00am to 10.00am Thursday 3.00pm to 5.00pm