



## DAILY GUIDELINES 2025

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

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| <b>A T T E N D A N C E</b> | <b>School Times</b>                              | Commence at 8.35am and finish at 3.10pm.<br>Siren sounds at 8.35am for Junior students to line up ready for class and Secondary students to go to their classroom.   |
|                            | <b>Office Hours</b>                              | It would be appreciated if parents could arrange to make payments and purchases during the Student Services hours of 8.30am – 3.30pm. We realise that this may not always be convenient but your assistance wherever possible, is appreciated.   |
|                            | <b>Legal Responsibility</b>                      | This responsibility is assumed by the College for students from 8.15am until 3.30pm each school day. Please plan for your children to arrive after 8.15am and to be picked up promptly after school as the grounds are not supervised outside of these times.  |
|                            | <b>Outside School Hours Care (OSHC)</b>          | In partnership with YMCA, our OSHC program provides after school care and vacation care for students from Foundation to Year 6, conveniently located at our South Plympton Campus.<br><b>After School Care operates Monday to Friday between 3.10pm – 6.00pm</b><br><b>Vacation Care operates Monday to Friday between 7.30am to 6.00pm</b><br><b>Pupil Frees Days Care operates between 7.30am to 6.00pm</b><br><br>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>  |
|                            | <b>Daily Absences</b>                            | Please telephone the College on a <b>Direct Absentee Line, 8292 3838</b> or <b>use SEQTA app to notify us</b> each day your child is not attending school, by 8.30am. The message will be recorded. This service can be accessed at any time of the day or night. Prompt advice will ensure subject teachers have access to accurate attendance information. 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> |
|                            | <b>School Work while absent</b>                  | After any absence, Secondary and Junior students are expected to take the responsibility to find out what work they have missed and to catch their work up in their own time. For extended absences parents can contact the College to arrange for work to be sent home. Allow teachers a minimum of 24 hours' notice to provide work, which can be collected during the day or sent home with another student.  |
|                            | <b>Students arriving late/leaving early</b>      | Students arriving any time after 8.35am must sign in at Student Services before going to any class. Students leaving the College grounds at other than normal home time must sign in and/or out on the iPad at Student Services. <b>F o r s t u d e n t s</b> needing to leave early or arrive late, parents or caregivers are required to submit either a SEQTA notification, write a diary note or send an email to Student Services notifying us of a late arrival or early departure.  |
|                            | <b>Holiday Absences &amp; Prolonged Absences</b> | Please note that "Application for Exemption" forms are available from Student Services and the College website. <a href="#">Application for Exemption</a><br>These forms must be completed if a student is away for a period of five or more school days at any given time. Please return the completed exemption forms to Student Services to be processed.   |

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| ATTENDANCE (CONTINUED) |                                    | <b>Holiday Absences &amp; Prolonged Absences (Continued)</b>  | It is a legal requirement that parents seek Principal approval for temporary exemption from school attendance. Exemption can be for up to 12 calendar months.<br><br>Please note that School (or education) is compulsory to age 17 years.   |
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|                        |                                    | <b>Hot Weather Policy</b>   | Regardless of the temperature, both Junior and Secondary classes will continue as normal until 3.10pm each day (most areas of the College are air-conditioned). The College bus will also run as per the normal schedule. Refer to the College Website for further information.  |
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|                        |                                    | <b>Visitors</b>   | Visitors (including parents) are requested to report to the Front Office to receive a Visitor's Badge and to sign in on the iPad. Visitors are to return the badge and sign out when leaving. (Does not apply to parents helping with reading in the classroom at the start of the day)  |
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|                        |                                    | <b>Email Communication</b>  | As a college we regularly communicate with families by email. It is the responsibility of families to provide the College with up-to-date email addresses. The College cannot guarantee that families who do not provide up to date email addresses will receive all information sent in this form. Please update your information with Student Services via email to <a href="mailto:spstudentservices@emmauscc.sa.edu.au">spstudentservices@emmauscc.sa.edu.au</a>   |
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|                        | <b>Parents collecting children</b> | Our corridors are crowded places in the afternoon. On occasions the early arrival of parents can distract children when teachers are giving end-of-day instructions. Therefore, we ask parents to wait for children outside the corridors before the afternoon siren sounds. (This request does not apply to our new foundation children or other children in their first week). Also refer to "Communication with Teachers" on page 8. |  |
| SERVICES               |                                    | <b>Messages</b>   | Messages to students are to be limited to situations of extreme urgency only. If parents need messages relayed to students regarding changes to travel arrangements, this can only be done if the Front Office or Student Services is advised by <b>2pm</b> .  |
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|                        |                                    | <b>Telephone Calls</b>  | Where a message to parents is urgent, use of the College phones will be allowed during Student Services window times (8.30am – 3.30pm). Use of the telephone in other circumstances is discouraged.<br><br><b>Phones should not be used at any time and should remain in school lockers as they interrupt teaching or learning. Use of mobile phones during school hours will result in confiscation and can only be collected after school from Student Services.</b>   |
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|                        |                                    | <b>Excursions</b>   | The Composite Fee includes costs for compulsory camps, excursions and activities. Non-educational activities are minimal, and payment is required as they occur prior to the event.<br>Parents will be informed of camps/subject related activities/excursions occurring from Foundation to Year 12.<br><b>Parent involvement in excursions/camps is often encouraged. Parents must have a current Child Related Screening to be involved in such activities. 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></b> |
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|                        | <b>Bookroom Supplies</b>           | A <u>very limited</u> selection of stationery is available for purchase at Student Services. Purchases can be made from the Student Services Office between 8.30am and 3.30pm.  |  |
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|                        | <b>Newsletters</b>                 | The Newsletters link is emailed home fortnightly. Please let us know if you are not receiving them. You may also view them on our website via this link <a href="#">Newsletters</a>   |  |

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| SERVICES (CONTINUED) | <b>Canteen</b>                     | The <b>South Plympton</b> Campus has a canteen, which provides a service to students for recess and lunch items. Credit is not allowed at the canteen. All parents and Secondary students can order using the QKR app. No minimum spend required. Eftpos is available with \$5 minimum for Secondary students. Junior School parents are able to pay via Eftpos before school, 8.30am – 9.00am. The Canteen relies on parent helpers. If you are able to support the College in this area on a regular weekly or monthly basis please advise Student Services. An emergency lunch can be provided at a minimum cost to students without lunch. Please find details relating to ordering process and usage of the <b>Qkr!</b> App by clicking this link <a href="#">Canteen</a> |
|                      | <b>Bus Service</b>                 | The <b>South Plympton</b> Campus has seven buses which provide a convenient service for families by collecting and returning students from Southern (those families in the hills, not the plains/flats) and North Western suburbs daily.<br>A daily service connects the Seaford Train service with the College. Full details are available from Student Services.<br>Note: During special circumstances ie. Power cuts and strikes that effect trains, etc. – parents are to collect students from the College – refer to Transport & Safety Page.<br><b>In 2025, we are happy to introduce a shuttle service that runs from our Brooklyn Park Campus (BP) to South Plympton (SP) in the AM and back to BP from SP in the PM.</b>   |
|                      | <b>Library</b>                     | All students are able to borrow from the Library from their first day at the College; borrowing cards are not required.<br>Library books are loaned for a minimum of two weeks in Junior School, to longer periods in Senior School. Text books are issued for either one Semester or the full year depending on the subject requirements. Students will be reminded when they have overdue books and overdue notices prepared on a regular basis. If the items are not returned, overdue payments to cover the cost of replacing the books will be requested.<br>Parents are welcome to borrow from the Library, which is open for borrowing to all users until 3.30pm every school day.  |
|                      | <b>Books &amp; Stationery Care</b> | Texts books and exercise books are to be kept in good condition without graffiti. This will be monitored by teachers. Books which have been treated badly will need to be replaced at the expense of the parent. Lost and damaged books will require replacement.  |
|                      | <b>Uniform &amp; Dress</b>         | 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>   |
| STANDARDS            | <b>Smocks</b>                      | Students in Junior School are to wear a smock or old shirt for protection of their school uniform for all art lessons. New washable smocks with adjustable arms are available from the Uniform Shop.   |
|                      | <b>Behaviour</b>                   | Good behaviour is expected at all times. This includes while on the College Bus. Students behaving inappropriately may incur a consequence to their actions.   |
|                      | <b>Drugs</b>                       | Emmaus has a <b>zero tolerance</b> policy towards the possession or use of illicit drugs (including drug related paraphernalia), and the inappropriate use or sharing of prescription medication, in association with the College (including on the way to or from the College and/or while in uniform). The consequence is expulsion, first offense.  |
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| <b>STANDARDS (CONTINUED)</b> |  | <b>Reading Material</b>                 | <p>Although we attempt to carefully select all the books to be used in the Library, it is not possible to be entirely familiar with every book and its contents. If at any time the contents of a book cause you concern please discuss it with the appropriate Head of School / or the Teacher-Librarian. We encourage each student to develop their reading skills and to become regular readers. Parents, please help your children by encouraging them to read daily at home. For younger children it is vital for parents to share this activity.</p> <p>Every book inevitably reflects the world view of its author, and as such, is a valid expression of a person's view point. We would encourage parents to be aware of the books their children are reading and to discuss with them the values presented. The staff of our College will attempt to do this also. It is not our intention to remove all "controversial" resources from our Library. Therefore, not all materials will necessarily present Biblical values. Sometimes, the best way to deal with the situation is to discuss the matter with the child. Our aim for our students must be that they develop an ability to discern between different points of view.</p> |
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| <b>IMPORTANT INFORMATION</b> |  | <b>Parental Involvement</b>             | Parents have the most vital role in the child's development. Therefore, we believe that the interest that parents show in the College and their child's education has a very important influence on the student's attitude and success.  |
|                              |  | <b>Reports</b>                          | Major reports are available at the end of each Semester via SEQTA Engage (Fdn – Yr12). Parent Interviews and Student Led Conferences are conducted on dates indicated on the school calendar. Should there be a need to talk to your child's teacher follow, the guidelines outlined on page 8, communication with teachers.   |
|                              |  | <b>Promotion</b><br>(from year to year) | After the final reports each year, students are reviewed on their year's performance and consideration is given to their promotion to the next grade. This is particularly the case for Secondary School students who fail to reach a satisfactory standard in several subjects. Students will not be automatically promoted to the next grade.  |
|                              |  |   | Results achieved at SACE Stage 1 level must be of a satisfactory standard for a student to continue study in the same or related subject area at SACE Stage 2.   |
|                              |  | <b>Withdrawing Student Procedures</b>   | 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. <b>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.</b> To meet requirements, if a change of school is being considered, <b>a preliminary written advice with subsequent confirmation</b> , is required. On the last day of school students need to be in school uniform and must return all text and library books, digital devices (including chargers) as well as any Afterschool Sport uniforms. The cost of any items not returned will be charged to parents. A Student Clearance form can be collected from Student Services and must be completed the week prior to departure.  |
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|  | <b>Cars dropping &amp; Collecting students</b>                                 | <p><b>Parents who drive their children to South Plympton Campus are not to use the College Car Park to drop off or pick up students.</b> This practice creates a danger to students.</p> <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. These rules assist in creating good traffic flow. Please observe the bus zone times in Lynton Avenue. You will be asked to move along by our Staff on duty during these times, we ask that you please cooperate with us as we do all we need to do to ensure our students' safety.</p> <p>Local streets are patrolled by the Police and Council Inspectors so please observe the signs and school speeding limits. Parents who wish to park and leave their cars can do so in the side streets, adjacent to the Tennis Courts in Lynton Avenue, as well as on other side streets.</p> |
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|  | <b>Students travelling by the College Bus</b>                                  | Students travelling by College Bus will assemble at the Bus Parking Bay at the end of the day and move onto buses at the direction of the supervising staff member. Buses depart at 3.20pm each afternoon. Students must be on time, or they will miss the bus.  |
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|  | <b>Students arriving other than by the College Bus</b>                         | Students not arriving by the College Bus should enter and leave school via the main entrance gate in front of the College and if crossing the road do so via the <u>Emu Crossing</u> only. <b>Parents and older students are asked to model appropriate road crossing behaviour for our younger children.</b>  |
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|  | <b>Student Parking</b>   | There are no parking spaces within the College grounds available for students.   |
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|  | <b>Student Cars and School Events</b>  | <p>Please note that the College can accept no responsibility for those students who drive to school nor for the students they carry as passengers. It is the responsibility of parents to ensure that Third Party Policy requirements for student driven vehicles are being met.</p> <p>The College policy is to not allow students to travel as passengers in student driven cars on excursions or to and from sporting events. <b>The "College Student Driver" policy expands on the expectations, requirements and restrictions that apply to student drivers.</b></p>  |
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|  | <b>Arrangements when train travel is suspended</b>                             | If train services are suspended for any reason (due to strikes, power shedding, power breakdown etc), students who travel by train will be held at the College and parents will be contacted.  |
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|  | <b>Bus Travel during Fire danger Period. (Including Parent responsibility)</b> | <p>The College is advised of any known risk.</p> <p>If an unexpected bushfire threatens a route, drivers have been instructed to follow the direction of Fire Control Officers. In the event of no direction the driver will reverse the route, return to a safe refuge and notify the College Principal.</p> <p>If there is any doubt about the safety of a student the driver will hold the student on the bus.</p> <ol style="list-style-type: none"> <li>1. On days of declared extreme or catastrophic fire danger, parents will be present to collect their students when the bus arrives.</li> <li>2. Parents will have a pre-arranged policy in case they are not able to care for their students themselves.</li> <li>3. Parents will be familiar with all the school's emergency procedures. Parents should monitor local radio stations to receive information about possible decisions to hold buses at school.</li> </ol>   |

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| <b>EMERGENCIES</b>                      |  | <b>Disasters</b>                               | In the event of any major disaster eg. Bushfires, about which the College is notified, children from the danger area will be held at the College until collected by parents.  |
|   |  | <b>Emergency Bells</b>                         | A voice activated system will advise of an evacuation and or a lock down at the College. Evacuation procedures will be advised by staff. Teachers take responsibility for the children. Visitors should join the closest class and follow their exit to the College oval. For a lock down, buildings are to be used for shelter. Immediately proceed to the closest classroom. The College will be 'locked down'.   |
|   |  | <b>Safety regulations in specialist areas:</b> | State law requires that all students engaged in Science, Art, Technical Studies and Home Economics Centres in practical activities must have footwear which gives complete and solid protection to the feet, ie. Closed footwear. Students not conforming to this policy will not be permitted to take part in practical lessons.   |
|   |  | <b>Solar Protection Policy</b>                 | The purpose of this policy is to ensure that all children attending the College are protected from skin damage caused by harmful ultra-violet rays of the sun.<br>Students will:<br>* wear approved hats whenever they are outside during recess, lunch, sport activities, excursions;<br>* remain in specified shaded area if they do not have their hats;<br>* apply SPF30+ sunscreen before recess and lunch each day.<br>Junior School sunscreen available in classrooms.<br>Secondary School sunscreen available at Student Services.<br>* have a sound understanding of skin cancer prevention through educational programmes within the curriculum.  |
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| <b>MEDICAL &amp; HEALTH INFORMATION</b> |  | <b>Sickness in the morning</b>                 | If your child is sick in the morning, it is wise to keep them home or arrange alternative care as viruses etc. spread easily in an environment such as a school. <b>Please call the Absentee Line and advise of their absence (this service is on line 24 hrs a day).</b> <u>Please note if your child is sick over a period of a few days, you are required to phone the Absentee Line each day they do not attend school due to sickness.</u>   |
|   |  | <b>Students needing FIRST AID at school:</b>   | We will contact you if your child is sick and we feel it is necessary for them to go home so please ensure your current contact number is updated with Student Services.<br><br>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. From then on, any needed care, replacement bandages, dressing changes etc are the responsibility of the child's parents. First Aid Officers do not provide ongoing treatment.  |
|   |  | <b>Medication while at school</b>              | As much as possible, we encourage parents to administer medication outside of school hours, eg 3 times a day be taken in the morning (before school), afternoon (straight after school) and bedtime.<br>An adult must bring any medication to the First Aid Office or Student Services with the appropriate specified medical instructions. Exceptions to this must be specified in the "Health Care Plan", "Medication Plan" or "Asthma Care Plan".<br><b>Please note:</b> A Medication Plan must accompany all medication. This 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).<br><b>First Aid Officers can only administer prescription medication when it is accompanied by a Medication Plan for Prescription Medication completed by a Doctor. Over the Counter Medication may only be administered to students when it is accompanied by a Medication Plan for Over the Counter Medications with a pharmacy label affixed.</b> |

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| <b>MEDICAL &amp; HEALTH INFORMATION (CONTINUED)</b> |  | Please note that if your child has asthma, anaphylaxis or another diagnosed medical condition, the doctor will need to complete a condition specific plan for them, ie an Asthma Care Plan or Action Plan for Anaphylaxis etc. <b>All</b> medications must be provided to the College in the original container with the label from the pharmacy attached. The above-mentioned forms are available from the First Aid Office or Student Services, or on our <a href="#">Website (First Aid/Wellbeing)</a> to take to your Doctor or Pharmacist for this purpose. All Foundation – Year 9 students need to be supervised when they take medication. Self-administration by a Senior student is acceptable subject to the College ‘Medical, Sickness and First Aid Policy’ (which is available at the College) being completed. |
|   | <b>Students seriously injured at school:</b>                 | Please note that when a student is injured at school and needs medical attention, we will advise parents, or your emergency contact, as listed on school records. This will allow parents to assume responsibility for the medical assistance needed, collect their child and take them to the doctor. If parents are unable to collect their child, the College will call an ambulance and have him or her taken to Hospital. (The cost of the ambulance is covered by the school's ambulance membership). The DECD regulations prohibit school staff (including School Assistants) from transporting sick or injured children by private vehicle. Please return this promptly.  |
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|   | <b>“Medical &amp; Health Information” Confirmation Forms</b> | Parents are requested to confirm “Medical & Health Information” at the beginning of each year for each child. Should your child’s information change please correct it on this form, sign it and return promptly to Student Services. If information changes during the year please notify the Student Services.  |
|   | <b>Head Lice Policy Information</b>                          | Please notify the school immediately if you find your child has Head lice or lice eggs in their hair.<br>Hair must be treated with a good quality lice shampoo and all lice and eggs must be removed from the hair follicles before being permitted to return to school. On return the student is to report to the First Aid room for hair inspection and clearance by the appropriate staff, before returning to the classroom. Adherence to this policy contains the outbreak to a small area and the prevention of more infestations.  |

**Communications with Teachers**

Teachers are keen to know of any information or concerns parents have which may help in teaching their child. Please make time to communicate with teachers where you feel there is a need.

Suggestions for parents:

1. Use Seesaw, email (Foundation – Yr 2) or Diary (Yr 3+) for written messages to teachers.
2. If you feel a meeting is more appropriate, please follow this procedure:
  - a. Request an interview via:  
Diary (Years 3+)  
Email [mshilling@emmauscc.sa.edu.au](mailto:mshilling@emmauscc.sa.edu.au)
  - b. In preparation for the meeting, note down the issues you want to discuss.
  - c. Allow teachers time to follow up your enquiry.

Past experience has shown that holding a discussion with a teacher

- as classes are moving to classrooms
- at classroom door during class time
- as the school day is ending

is unhelpful as teachers have a duty of care for supervision of their classes. Thank you for understanding that there would not be opportunity for undivided attention from the teacher at these times of the school day.

Occasionally a parent or teacher may feel that others need to be brought into the discussion. Further meetings with a Pastoral Coordinator or Head of School, for example, may be helpful in these circumstances.

In rare cases, parents and teachers may refer to the College Concerns & Grievance Policy which clearly sets out procedures to be followed to resolve an issue.

[Policies](#)



**Chaplaincy/Student and Family Support Worker**

Our Student and Family Support Workers and College Chaplain provide support to students and families that is an extension of the pastoral care provided by Class and Home Group Teachers.

This includes supporting students on issues concerning relationships with other students; where there is bereavement, family breakdown or other loss or crisis situations; in issues concerning personal faith. Students or families can contact the Student and Family Support Worker or College Chaplain directly.

Student and Family Support Workers are partially funded by the Australian Government Department of Education under the National School Chaplaincy and Student Welfare Program. (Issues or concerns about the service should be directed towards the College Principal in the first instance).

Mrs Natasha King, Mr. Jarrad Bigg and Mrs Georgia Akiki and are our Student Counsellors and can be contacted directly on 8292 3828.

During the year they will be available to meet with students and families five days each week. Proposed hours:

- Monday 8.15am – 4.00pm
- Tuesday 8.15am – 4.00pm
- Wednesday 8.15am – 4.00pm
- Thursday 8.15am – 4.00pm
- Friday 8.15am – 4.00pm

**Natasha King:**

Student Counsellor for Secondary School

**Jarrad Bigg:**

Student Counsellor for Secondary School

**Georgia Akiki:**

Student Counsellor for Junior School

Mr Adam Wood is the Director of Faith Formation and Wellbeing and is available the below hours on 8292 3809.

- Monday 8.00am – 4.00pm
- Tuesday 8.00am – 4.00pm
- Wednesday 8.00am – 4.00pm
- Thursday 8.00am – 4.00pm
- Friday 8.00am – 4.00pm

[Wellbeing](#)