

BP DAILY GUIDELINES 2026

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

School Times	Commence at 8.35am and finish at 3.10pm.
Office Hours	Student Services hours of 8.30am – 3.30pm.
Legal Responsibility	This responsibility is assumed by the College for students from 8.00am until 3.30pm each school day. Students must be collected from school by 3.30pm if not attending OSHC, after-school sport, or rehearsals.
Outside School Hours Care (OSHC)	<p>After School Care operates on site 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 Frees 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 OSHC</p>
Daily Absences	<p>Direct BP Absentee Line, 8292 3898 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 Student Services at bpstudentservices@emmauscc.sa.edu.au or call 8292 4897</p>
Students arriving late/leaving early Holiday Absences & Prolonged Absences Visitors	<p>Students arriving any time after 8.35am or leaving early must be signed in/out at Student Services.</p> <p>Parent notification to Student Services is required. If a student is intending to be away for a period of five or more school days at any given time, an application for exemption must be made to the Head of School or Secondary Principal.</p> <p>Visitors (including parents) are required to report to the Front Office to receive a Visitor's Badge and sign in.</p>
Email Communication	<p>As a college we regularly communicate with families by email.</p> <p>Please update your information with Student Services via email to bpstudentservices@emmauscc.sa.edu.au</p>
Messages	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 2pm .
Excursions	<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 Volunteer section or email volunteer@emmauscc.sa.edu.au</p>
Lunch Orders	The Brooklyn Park Campus provides a service for students to order lunch from Villi's Bakery on Mondays and Tuesdays, and from Subway on Wednesdays, Thursdays and Fridays. All orders are placed through the QKR app. No minimum spend required.

	Orders must be placed by 8:30am for same day lunch.
Uniform & Dress	The College uniform is compulsory. Please read the uniform booklet which can be found on our College website via this link Uniform

Personal Devices	Personal devices such as mobile phones or smart watches should not be used at any time and are to remain in school lockers.
Withdrawing Student Procedures	<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 must be received by Student Services by the end of Term 3 of the previous year.</p>
Cars dropping & collecting students	<p>In the morning and afternoon cars can use the 2-minute zone on Lipsett Terrace as a 'Kiss and Drop' Zone only. Cars cannot stand or park on Lipsett Terrace between 8.00am - 9.00am and between 3.00pm - 4.00pm and drivers must remain in their vehicles during this time.</p> <p>Parents are also welcome to park in the rear car park and walk their children into the yard.</p>
Students needing FIRST AID at school: Medical conditions and medications	<p>First Aid is provided at school for children who are injured or become sick at school. Minor injuries are treated by the First Aid Officers. First Aid Officers do not provide ongoing treatment.</p> <p>You will be contacted if your child needs to go home.</p> <p>The College will call an ambulance if necessary. (The cost of the ambulance is covered by the school's ambulance membership) Where possible, medication should be administered outside of school hours.</p> <p>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".</p> <p>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. Forms are available from the First Aid Office or Student Services, or on our Website (First Aid/Wellbeing).</p> <p>All medications must be provided to the College in the original container with the label from the pharmacy attached.</p> <p>Please note: 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). 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.</p>
Head Lice Policy Information	Please notify the school immediately if you find your child has Head lice or lice eggs in their hair.