ARRIVAL/DEPARTURE OF STUDENTS
Policy & Procedures

Next review date: June 2015
By: Dean of Students

ACTIVITIES HELD BEFORE SCHOOL - SPORTS TRAINING, REHEARSALS ETC.

Students who are involved in supervised, before-school, activities should arrive at the time designated for the activity. Should the staff member not have arrived, students are expected to behave in a sensible and orderly manner until a supervisor meets them. They should remain in the area designated for the activity, but not take out equipment or other items until given permission to do so.

STUDENTS ARRIVING FOR A NORMAL SCHOOL DAY

Students are expected to arrive at school between 8.30am and the beginning of the formal school day, usually 8.55am. Staff members will be on duty in the school courtyards from 8.30am. If parents drop students at school earlier than requested, they should direct them to the library or the technology centre, both of which have staff present from 8.00am. Students are expected to behave in an orderly and sensible manner, whether at school, or on their way to school, and parents are expected to take responsibility for leaving their daughters in a safe place. Should an emergency arise before 8.30am, students or parents should seek the help of staff members in the library, technology centre, canteen, boarding house or in administration. There is an after-hours bell at the front door of administration, for use in emergencies.

DEPARTURE FROM SCHOOL

Students are expected to leave school in correct summer/winter uniform at the end of the school day unless involved in a supervised activity. The library is open until 4.00pm Monday and Friday and until 4.30pm Tuesday to Thursday. The technology centre is open until 5.00pm, Monday to Friday. Both have staff present. Students playing afterschool sport, either away or at home, are permitted to leave the school in sports uniform if they are being transported by family members, guardians or car pooling with other families. They are not permitted to travel on public transport in sports uniform, in shopping centres, or other public places. Students who are waiting to be collected by parents after extra-curricular activities or after working in the library or technology centre should wait at the front door of administration. There is an after-hours bell at the front door for use in emergencies. When the last member of staff leaves administration, students will be directed to wait in the boarding house. Parents who have difficulty in collecting their daughters before 5.00pm should utilise the day/boarding facility offered by the school.

BEGINNING AND END OF TERM

All students are expected to attend school on the first and last days of term. If some exceptional circumstance requires a late arrival or early departure, permission should be sought from the Principal. The first and last days of term are considered normal days and are as likely as any other day to be used for exams, tests, meaningful work and compulsory group activities.
HOLIDAYS WITHIN THE TERM

In the case of absence due to holidays during the term, it is the student's responsibility to ascertain the work due to be covered during the absence and to make up this work. In general, work will not be set for students who are absent due to a family holiday. As it is not always easy to give students some types of work in advance, much of the catching up may need to be after the event.

Examination dates will not be adjusted except on receipt of medical certificates.