

Classes commence at 8.15am and conclude at 3.15pm. Students are required to be punctual and present at all lessons. Late arrivals to the College are to sign in at Student Services and provide the reason, either by a note, telephone call, email or absentee app.

At the commencement of each block of lessons, each student is to be organised with the appropriate texts and files for those lessons.

All requests for early departure, exemptions etc. requires advanced notification from the parent either by a note, telephone call or email. If the student is absent, the Office should be notified by telephone, email or absentee app and later in writing. A Doctor's Certificate is to be supplied for absences of a prolonged period of time or if they will miss an assessment/test.

Absence from sport, school functions, camps etc. is regarded as absence from school and permission must be sought by parents submitting a Leave of Absence form or medical certificate. Where possible, medical and dental appointments should be made out of school hours.

If a student is absent from the College without permission or leaves the College without permission the following policy applies:

**1<sup>st</sup> instance** - parents are informed

**2<sup>nd</sup> instance** - parents informed, student is suspended for one day

**3<sup>rd</sup> instance** - parents are informed, student is excluded from College