

SPECIAL ARRANGEMENTS

LUNCH LEAVE

- A) **Daily lunch leave.** If a student needs to go down town at lunchtime for a message she/he must bring a note from home and get it signed by the DP's or AP. They then present the note at the school office and obtain a blue slip. The note should be handed in at interval so that the blue slip can be prepared.
- B) **Permanent Lunch Pass.** Students may obtain a permanent lunch pass by getting their parent or guardian to read and sign a lunch pass application form. This can be obtained from the AP (St). Only students with specific religious medical or special circumstances will be given a pass. Students who abuse this privilege will have their pass taken away. **The pass is to go to the student's home only.** The list of those students who have been issued lunch passes is kept in the workroom, on the staff notice board. Any infringement of the conditions on the lunch pass may result in the pass being withdrawn.

MOTOR VEHICLE PASSES

Students with licenses may obtain permission to bring cars or motorcycles to and from school. An application form may be obtained from the AP (St). Vehicles can be used to travel to specific appointments but students should have a blue exit form. Students cannot go to their vehicles at all during the day.

Only students named on the application form will be permitted to travel in vehicles. Cars must be parked in the area near the gym or on Baird Road.

Written permission must also be gained for any passengers who may travel in cars driven by other students.

Any infringement of the conditions on the vehicle pass may result in the pass being withdrawn.

APPOINTMENTS

Students must bring a note from home and hand it in at the school office to obtain a blue slip. It is appropriate to bring a dentist or doctor's appointment card. Appointments during school hours should be avoided if possible.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Any curricular or co-curricular activities carried out off the School site are deemed to be EOTC activities. As such all these activities have to be approved and correctly planned for. We have an important responsibility to parents and our School to ensure all EOTC activities are appropriate and safe. The only exceptions are sporting activities that are dealt with through the parents' permission returns.

Any staff member planning to carry out an activity that is off-site and or requires an overnight stay must see the EOTC Co-ordinator to begin the approval and planning process. A range of planning forms will be provided dependent on the activity. This must be done at least 4 weeks prior to the activity occurring. The activity cannot go ahead if this is not done. The process involved is designed to ensure that comprehensive planning and safety guidelines are an integral part of the activity.

Only those trips which are entered on the Annual Year planner have the right to happen in any year. Other applications may be considered, but they will be considered late applications, and as such, will be less likely to be approved.

Special Notes

- ❖ Overnight stays require prior approval from the Board of Trustees, who meet on the

third Thursday of each month.

- ❖ Ground rules must be made clear to the group, prior to the trip. A Senior management member may speak to the group.
- ❖ Check that the bus is "clean" before and after the trip.
- ❖ One Staff member should remain with the students at all times
- ❖ Normal school rules apply while on a school trip
- ❖ Parents will expect well-supervised, separate accommodation for boys and girls.

ENROLMENT PROCEDURE

Year Nine intake for the following year:

The school holds an Open Day in Term 3 when students from contributing schools visit and experience an arranged programme. Enrolment interviews are held with members of the Guidance staff and Senior Management.



Others:

Parents of intending students should ring the office and make an appointment with a member of the SMT who meets the student and usually enrolls the student. The Administration Dean completes the enrolment procedure and contacts the previous school for relevant information including the student's record of learning if applicable. The Administration Dean, in consultation with Lake Deans, will place the student in the appropriate Lake, tutor group and subjects, and notifies all class teachers.

LEAVING PROCEDURE

Students pick up a blue leaving form from their Dean and fill in Part 1. They must get their parents or guardian's signature on this before they can go any further.

Students complete Parts 2, 3 and 4.

Students then fill obtain the teacher's signature for each subject and module.

Finally, Parts 7 and 8 are completed and the form retained by the Dean.

The Dean will hand this on to the Students' Service Manager who completes the administration details.

The exception to this procedure is when a student has been absent for more than 20 days.

After consultation with Deans, the DP responsible shall remove the student from the roll. Where a student is under 16 years old, the DP will complete a NETs referral.

ENROL

All ENROL transactions must be completed within 5 days of a student arriving at or leaving from the school.