

# Bundaberg North State High School



***What to do when...***

### ***You are sick and/or unable to come to school:***

- ❖ Your parent/carer can contact our school on the absentee line, 4130 0266 and leave a message 24/7
- ❖ Parents/Carers can contact our school office on 4130 0222
- ❖ Your parent/carer can use QParents to advise the school of their student's absence.

### ***You are late to school:***

- ❖ On arrival, you should go to A block student foyer to sign in and an electronic late pass will be issued. You should then show this late pass to your classroom teacher.

### ***You need to leave school early:***

- ❖ The school office must be advised by a parent/ carer of the early departure prior to school commencing:
  - ❖ This can be done by a parent/carer calling the office 4130 0222
  - ❖ Parent/Carer giving a note to hand to the office (A block student foyer)
  - ❖ Parents/Carers using QParents to advise of the early departure.
- ❖ When you arrive at school, go to A block student foyer to collect a leave request slip which you should show your classroom teacher when it is time to leave. You should then make your way to A block student foyer to sign out.
- ❖ We ask that this arrangement be made prior to the start of the school day so that you will be ready for collection at the agreed time. It is not always possible to contact you in class during lessons.

### ***You are sick at school:***

Students are **not to contact their parents / carers directly**, the school will do this.

During class time:

- ❖ Ask classroom teacher to go to sick bay in G block
- ❖ Present at sick bay and office staff will sign you in with a "sick bay pass"
- ❖ If you need to go home, the office staff will contact your parents/carers

During break times (morning tea/lunchtime):

- ❖ Go to Sick bay in G block or alert near by staff member if unable to make own way to G block.
- ❖ Office staff will sign you in to sick bay.
- ❖ If needed, the school will contact your parents/ carers for you to be collected.

### ***You need to contact a parent/carer:***

- ❖ You should go to the A block office where you can use the phone to contact parents/carers in an emergency.
- ❖ Communication with parents/carers can only be conducted through school phones.

### ***If there is an Evacuation or LockDown:***

- ❖ Follow instructions of staff
- ❖ Evacuation will result in loud announcement stating "Evacuate, Evacuate". Leave all belongings in classroom, move under staff direction to far side of the oval, avoiding walking under buildings. Sit in your RAS classes, in alphabetical order to allow for easy and efficient roll marking.
- ❖ Lockdown will result in loud announcement stating "Lockdown, Lockdown", at which time, all students are to move themselves under desks / out of view whilst staff close blinds and lock

doors.

- ❖ If at break / transition times, students are to move into closest room.
- ❖ Quiet must be maintained whilst in lockdown to avoid attention being brought to classroom.

***You are not wearing the correct uniform:***

- ❖ Approach Year Coordinator or go directly to Reprographics before school to change incorrect item.
- ❖ A uniform violation will be recorded by your RAS teacher. Your Year Level Coordinator will assist you to correct your uniform, which includes replacing incorrect items with correct items from Reprographics.
- ❖ Repeated violations will be discussed with your Year Level Coordinator / Year Level Head of Department.
- ❖ Parents/Carers should send a note to explain why the student is not wearing the correct uniform.
- ❖ If there is a long-term uniform concern students will need to discuss their uniform issue with their Year Level Coordinator.

***You need to catch a bus home:***

- ❖ You should leave the classroom promptly at 3:00pm and make your way to the bus line, making sure you are there by 3:10pm.
- ❖ While you wait for your bus you must assemble at the front of the hall where you are visible to the bus-duty teacher.
- ❖ When your bus arrives, wait behind the line in two lines (one junior, one senior) and wait for the bus duty teacher to direct you to board the bus.

***You miss your afternoon bus:***

- ❖ You should advise the teacher on duty and then go to A block office.
- ❖ Staff will then contact your parent/carer.

***You have forgotten your laptop/device:***

- ❖ You should notify your teacher at the start of the lesson and complete any consequence.
- ❖ You can go to A Block office and ask your parent/ carer to be contacted to bring a device to school.
- ❖ If your device can't be brought to school, go to the library and book one for any lessons you require a device

***You want to see a Counsellor/Nurse/ Guidance Officer:***

- ❖ Appointments can be made at A block student foyer before school or during break times.

***You need to take medication while at school:***

- ❖ All medication is to be handed to G block Student Hub.
- ❖ Your parent/carer will need to complete and sign an 'Administration of medication at school record sheet' and have the medication provided in the original bottle/box with the student's name on it and with full medical instructions from the pharmacist.
- ❖ You should go to G block Student Hub to take the medication as required.

IMPORTANT CONTACT DETAILS	
Absence line	4130 0266
School office	4130 0222
School email address	principal@bundabernorthshs.eq.edu.au
School website	www.bundabernorthshs.eq.edu.au

## Bell Times

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Warning Bell</b>	8:45	8:45	8:45	8:45	8:45
<b>RAS</b>	Yr 11 Parade 8.50 – 9.00	BIG RAS 8.50 – 9.40	Yr 7 & 9 Parade 8.50 – 9.00	Yr 8, 10 & 12 Parade 8.50 – 9.00	8.50 – 9.00
<b>1</b>	9.00 – 10.10	Whole School Parade 9.40 – 10.10	9.00 – 10.10	9.00 – 10.10	9.00 – 10.10
<b>2</b>	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30
<b>Morning Tea</b>	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00
<b>Warning Bell</b>	11:55	11:55	11:55	11:55	11:55
<b>3</b>	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10
<b>Lunch</b>	1:10 – 1:50	1:10 – 1:50	1:10 – 1:50	1:10 – 1:50	1:10 – 1:50 Most students go home at 1:10pm OR Lunch break
<b>Warning Bell</b>	1:45	1:45	1:45	1:45	1:45
<b>4</b>	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00 Supervision for students
					<b>Friday 5</b>

