

# Bundaberg North State High School



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

## **You have arrived at school and forgotten your mobile phone pouch**

- Go to the A block office and hand your phone in for the day before school starts. This means you will not have a technology violation recorded.

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

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

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

- Parents should advise the school office when their student will be arriving late to school. This can be done by calling the school office or giving students a note. 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/guardian of the early departure prior to school commencing:
  - This can be done by parent/guardian calling the office 4130 0222
  - Parent/guardian giving a note to hand to the office (A Block Student Foyer)
  - Parent/guardian 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:**

### **During Class Time:**

- Go to your classroom teacher and ask 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/guardians

### **During break times (morning tea/lunchtime)**

- You should go to the Sick Bay in G Block
- You will be signed in to Sick Bay.
- If needed, the school will contact your parents for you to be collected.

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

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

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

- Parent/guardian should send a note to explain why their student is not wearing the correct uniform
- A uniform violation will be recorded by your RAS teacher in Pd 1. Repeated violations will be discussed with your Year Level Coordinator/ Head of Department.
- If there is a long-term uniform concern, students will need to discuss their uniform issue with their Year Level Coordinator/Head of Department.

### **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.

### **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/guardian

### **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/guardian to be contacted to bring a device to school.

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

- Appointments can be made at the A block office 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 by parents
- Parents 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 students’ name on it & with full medical instructions from the doctor.
- You should go to G Block Sick Bay 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
Warning Bell	8:45	8:45	8:45	8:45	8:45
RAS	RAS 8.50 – 9.00	RAS/SETP 8.50 – 9.50	RAS 8.50 – 9.00	RAS 8.50 – 9.00	RAS 8.50 – 9.00
2	9.00 – 10.10	PDE/YR PDE 9.50 – 10.10	9.00 – 10.10	9.00 – 10.10	9.00 – 10.10
3	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30	10.20 – 11.30
Morning Tea	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00
Warning Bell	11:55	11:55	11:55	11:55	11:55
4	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10	12:00 – 1:10
Lunch	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
Warning Bell	1:45	1:45	1:45	1:45	1:45
5	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00 Supervision for students • Independent study • QCE tracking • Missed assessment • Catch-up time

**Friday 5**

