



Dear Parents

IMPORTANT SCHOOL PROCEDURES FOR PARENTS AND STUDENTS NEW TO ST LUKE'S IN 2016

Students arriving late to school:

All students arriving late to school must report to the Administration office to be signed in. They will be given a late slip which is to be given to their class teacher.

Absentee emails and phone calls:

Parents are reminded that when sending an email regarding student absence to their child's PCG teacher, they need to cc the office as well. The email address is absentee@stlukescollege.wa.edu.au.

While it is very much appreciated that parents call in the morning to alert us to an impending absence, please bear in mind that you will also need to confirm this in writing, either by written note or email.

Student appointments during school hours:

We ask that parents ensure that students are aware of any appointments and provide them with a note signed by the relevant parent/guardian, which is to be shown to their PCG and lesson teacher advising of their impending absence during that day. When it is time to leave for the appointment, the following processes will apply:

1. If parents/guardians are not able to personally sign-out their child, students must present this note at the Office as confirmation of the appointment and permission and sign themselves out.
2. If parents/guardians are collecting their child from the office, they are asked to remind their child of any appointments they need to attend and request them to meet their parent(s) at the Administration office at a pre-arranged time so they can be signed out.
3. If parents/guardians arrive at the College to sign out their child for an appointment they are unaware of, they will be provided with a notification slip to be presented to the teacher when they collect their child from class.
4. Upon returning from an appointment, all students MUST be signed back into the College at the Administration office before proceeding to class.

Parents delivering forgotten items to students:

With regard to students forgetting assignments, money, lunches, sports clothes or equipment: If the student is aware of you dropping it off, you are welcome to leave it at the Administration office for them to pick up. If the student is not aware, parents / guardians can bring such items to school for their child; however, they MUST sign in at the Administration office upon arrival where they will be advised of their child's current class and provided with a notification slip to be presented to the teacher when they deliver the items to their child's class. Accordingly, parents/guardians are requested to sign out again before departing the College.

Please do not hesitate to contact the school if you have any concerns regarding these matters. We thank you in advance for your co-operation and understanding.

Administration

