

A – Z INFORMATION GUIDE: IMPORTANT INFORMATION FOR ALL STUDENTS

Absences

All student absences must be explained. Please contact the Swan Hill College Absence Hotline on 5036 4996 or email absence@shc.vic.edu.au regarding your student's absence.

Attendance

Students must maintain an attendance rate of 85% or more each class. Catch up classes will be required outside of school hours.

Bicycles, Scooters, Skateboards etc.

May not be ridden in the College grounds; they must be secured in the bike racks or cage. These are left at own risk.

Borrowing Sports Equipment

Equipment may be borrowed at Wellbeing for use at recess and lunchtime.

Bus Passes

Country School Buses can only be accessed by registered students. Application forms and bus passes can be obtained at the General Office. Bus passes will only be issued for extenuating circumstances. Passes will NOT be given for travel to sport training. To access the town bus please contact Swan Hill Bus Lines on 5032 9699.

Canteen

Students select from a wide range of healthy options. Lunches can be pre-ordered.

Communication with Parents

The student planner is to be used for communication. Our fortnightly newsletter 'Newswan' is published in the Guardian, emailed to parents and available via Daymap and our website www.shc.vic.edu.au. We encourage parents to register their email if they are not receiving the newsletter.

Contacting the College

Any person wishing to visit staff or students must first check with the General Office and collect a visitors pass. If parents wish to see Principals, Year Level Managers or other support staff they should phone the College for an appointment on 5036 4900.

Careers

Up to date careers information can be found in the Careers Office. For help in developing a pathway or seeking scholarships ask to see the one of the Careers staff members.

Course Changes

Course changes for Years 9 to 12 must be discussed with the Year Level Manager, parents and the Careers staff. All changes must be approved by the relevant Assistant Principal.

Camps, Sports and Excursions Fund (CSEF)

Parents with Pension or Health Care Cards current on the first day of Term 1 or Term 2 are eligible for this allowance. You should lodge a CSEF application form at the school by the end of Term 2. See the General Office for more details.

DayMap Connect

Parents can access up to date student reporting through DayMap Connect at <http://daymap.shc.vic.edu.au/DaymapConnect>. To log on to this system parents will need to have a valid email address registered with the school.

Doctors in Schools Program

Students are able to access the GP themselves, or by making appointments through SH Primary Health on 5033 9900.

Facebook

Swan Hill College has a Facebook page as an extra source of communication to keep families informed of upcoming events, important dates and information.

General Office

Hours: 8:30-4:30. All visitors to the College must report to the General Office. All payments made by students are done at the General Office where receipts are issued.

Health Issues / Illness

The College Nurse is in the school two days a week and has information on all aspects of health and wellbeing (also see sick bay information).

Late to School

Students late to school must report to their Sub School to sign in. Students should bring a parent note explaining lateness.

Library Cards

Library Cards are issued to each student. Lost cards can be replaced at the IT Office for a \$2.50 cost which is paid to the front office. Students should carry their library card with them at all times during the day.

Lost Property

Students should check for lost property at the Wellbeing Office. If students have a need to bring valuables or large sums of money to schools they should lodge them at the General Office for safe keeping.

Lost your class?

Students should report to their Sub School if for any reason they are unsure of where they should be during lesson time.

Lockers

Students are issued with a combination lock. Students should use their lockers and leave their bags, mobile phones and electronic devices in their locker. All locker bays are under video surveillance.

Lunch Passes

Students who go home for lunch each day should have their name recorded and a lunch pass issued at their Sub School.

Medication

All medication must be taken to Wellbeing for safekeeping. It should be clearly labelled with student name and dosage instructions. A Medical Authority form needs to be completed prior to medication being administered to a student.

Mobile Phone & Electronic Device Use

Mobile phones and electronic devices must be locked in student lockers during the school day. This does not apply to student netbooks. Confiscation penalties apply.

Off Campus Passes

All students leaving the College grounds during the school day are required to sign out at their Sub School. All years' 7-12 students must have parent permission and there must be a valid reason for leaving. Permission to leave may be refused in some circumstances.

Phone Calls

Students may make important or necessary phone calls at their Sub School at a cost of 40c for local calls and 60c for mobile calls.

Print Credit

Students wishing to photocopy or print documents can purchase print credit at recess or lunch time from the General Office, minimum \$2

Sickbay

Students feeling unwell should let their classroom teacher know, get their planner signed and report to the sickbay in Wellbeing with their planner. Unwell students should not go home without reporting to sickbay first.

Special Provision for VCE Students

If there are events in your life that may affect your performance in VCE, please see the Senior Sub School Manager as soon as possible to ensure you are familiar with the requirements.

Sport Uniform

Students participating in sport and PE subjects are required to wear the correct sports uniform, consisting of navy sports top and navy track pants or shorts. No compression wear (i.e. skins, 2XU etc.) is to be worn.

Student Counsellor and Chaplain

Counsellors and Chaplains can be contacted through the Wellbeing office. You can talk to your Year Level Manager for a referral.

Timetables

Students are issued a printed timetable at the beginning of each term or when there are timetable changes. The timetable should be glued into their planner. Students can access their timetable through Daymap, which is on their netbook.

Uniform Passes

Students are required to get a uniform pass if they are out of uniform in any way. A note should be taken to their Sub School to obtain a pass before 9am. See the uniform statement in the student planner. A student who is out of uniform without a note will be asked to change into the school uniform provided by the College.

VASS / VCE / VET Office

Located in the Careers Office. All VCE, VCAL, and VET enrolments are processed here.

VCE / VCAL Information

All students studying a VCE subject should read their VCE Handbook and discuss any concerns with the Senior School Manager.

VET (Vocational Education & Training)

Students can do vocational courses as part of VCE studies. Work placement is an essential part of each program and is organised through the VET office.

Video Surveillance

Cameras are placed in strategic areas around the school, including locker bays, computer rooms and yard areas.