



Absence, illness and punctuality

- (a) All students must be at school on time, i.e. 8.25am
- (b) Tutorial starts at 8.30am concluding at 8.50am
- (c) If you are sick, will be late or have an appointment during any part of the school day, your parent/carer is asked to email absentees@ccgs.wa.edu.au to record your absence, providing details of your name, House, year and tutor, the reason of the absence and a time of arrival/departure **before 8.30am** on the day of your absence.

If the School has not been advised by this time parents/carers will receive an SMS message on their mobile. Parents/carers are asked to respond within thirty minutes by SMS or email to the School to confirm the absence. If the School does not receive a response in this time frame they are obliged to confirm through other processes your whereabouts. Please ensure your parents/carers assist absentee processes by being prompt with notification of absences.

NB The SMS will be sent to parents/carers by 9.00am each day if no contact has been received regarding the your absence. This will read as follows: *"CCGS records show that XXXX is absent during roll call DATE. Pls reply sms or ph 94421555.*

- (d) **There is no need for parents/carers to email or phone your Tutor/Head of House for any absences unless contacted directly by a Tutor/Head of House in regards an absence.**
- (e) It is the responsibility of each student to have his name marked off the electronic roll each day on arrival at school. If you arrive after 8.40am, and have missed getting your name marked off the absentee roll in your House area, you must sign in on the Attendance terminal located at Student Services (CLC) before proceeding to Tutorial.
- (f) If you are arriving after tutorial, you must sign in on the Attendance terminal located at Student Services (CLC) as soon as you arrive on campus and then proceed to your scheduled class.
- (g) If you are late for Assembly on Thursday you must see your Head of House (or whomever is doing the marking) to be marked off the roll.
- (h) If you play musical instruments, which impact on any part of the school day, sign out of your timetabled class on the Attendance terminal in the foyer of the Music Department. After your music lesson, sign in to your next available timetabled class on the Attendance terminal in the foyer of the Music Departments and then proceed to your class.
- (i) If you are attending Psychological Services, sign out of your timetabled class on the Attendance terminal outside the Marshal's office. When your appointment has finished, sign in on the Attendance terminal outside the Marshal's office and proceed to your next available timetabled class.
- (j) If you are in Year 12 and are taking Claremont leave, sign out (to leave school) on the Attendance terminal outside the Marshal's office. Sign in on the Attendance terminal outside the Marshal's office when you return to school.

(k) If you are attending an external appointment (eg medical appointment) , sign out (to leave school) on the Attendance terminal outside the Marshal's office. Sign in on the Attendance terminal outside the Marshal's office if/when you return to school.

(l) If you cannot make a sporting commitment either before/after school, or at a Saturday PSA Match, you will need to get your carer to email absentees@ccgs.wa.edu.au stating your Name/House/Tutor/Sport commitment and a **valid** reason why your commitment can't be met.

(m) If you are sick or injured during the school day

– During class time: Ask your teacher for a note then report to the Nurse at the Health Centre

– Outside of class time: Report directly to the Nurse at the Health Centre who will contact your parent/guardian if necessary

NB: Do **NOT** contact your carer to be collected from school without the permission of the Health Centre.

(n) If you have an infectious disease or have been in contact with someone that has been infected, the School must be notified immediately. Returning to School will be in accordance with the Department of Health guidelines.

(o) If you are absent for more than 2 days, whether it be sickness, holidays or work experience, you will need to discuss the circumstances with your Head of House.

(p) If you seeking to miss school during the school term or will be leaving early or returning late in the term, it is important that your parent/guardian request permission for this leave in advance and in writing this request from your Head of House so appropriate consideration of the impact of such absence can be considered. Parents should also cc a copy to absentees@ccgs.wa.edu.au

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School organisation

School Routines

Daily Routine Senior School

Students are required to be at school at 8.25am each day.

On all days, except Thursday, the day starts with a 20-minute meeting in House/Tutorial at 8.30am. On Thursday the day starts at 8.30am with Chapel and the Principal's Assembly, followed by a Tutorial and/or meeting.

After these meetings, classes commence. There are six periods during the day with a 15-minute recess and a 35-minute lunch. Classes finish at 3.05pm.

The timetable is on a ten-day cycle; the student's electronic device indicates this cycle on their Nexus page.

In the main sports training is once a week for Year 7, 8 and 9 and twice a week for most Year 10, 11 and 12. Training days in summer will vary.

In winter, Year 7, 8 and 9 train on Wednesday afternoon and Year 10, 11 and 12 training on Tuesday and Thursday.

Arrangements for Friday afternoons

Years 7, 8 & 9: All students are involved in sport.

Years 10 & 11: All students are involved in their selected activity

Year 12: Some students will be involved in Cadets and other activities, but the majority of Year 12 students are free to go home. On some days there are excursions, assessment tasks or lectures in academic subjects. These are usually listed in the Calendar of Events.

Please Note:

Students in Years 7, 8, 9, 10 or 11

(i) Should be home after their sport/activity finishes (travelling is usually involved) on Fridays, unless you receive a personal letter from the School indicating otherwise.

Students in Year 12

(i) may not leave the School until 12.45pm on Friday.

Students in all Years

(ii) should wear a School uniform when they leave the School.

(iii) If there are concerns about your son's involvement on Friday afternoon please contact his Tutor in the first instance.

(iv) If your son arrives home before the time indicated above please let your son's Head of House or Tutor know as soon as possible.

Daily Bulletin

The Bulletin is published daily on personalised Nexus pages on student devices

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It includes notices of sport and activities, meetings of groups, instructions for changes of routine, detentions; anything that affects part of the school day.

It is the responsibility of each student to read the Bulletin daily.

Principal's Assembly on Thursday

1. All students in Years 7-12 are required to attend the Principal's Assembly at 8.30am in the School Chapel on Thursdays. Latecomers must report to their Head of House.
2. During first term, students wear summer uniform to assembly. Unless told otherwise, all students are expected to wear Formal Uniform on Thursdays with blazers for Terms 2, 3 & 4.
3. Students are required to report in as present to the House official and sit with their Tutor in the designated House area.
4. Upon entering the Chapel students should cease normal conversation and sit quietly in their seats.

When the signal is given for the proceedings to commence students should stand in silence.

Year 11 and 12 private study periods

1. In the first instance, all students will have a choice in deciding whether to use the spare periods in one of three ways:
 - a. in the Library: independent silent work/at the Librarian's discretion.
 - b. quietly relax/discuss with others in the Refectory.
 - c. Year 12 students are able to visit the Claremont shopping precinct only during their free period and **not** before school or during recess and lunch. Year 12 students must sign in and out at the School Marshal's office.
 - d. A Year 12 student who has a spare period (blank in his timetable) in period 6 Monday – Thursday may leave at the end of period 5 having first signed in the Early Departure book in the School Marshal's office. On Friday a student may not leave before lunchtime.

Learning to use unstructured time is an important skill that is essential in tertiary education. Students who are serious about their studies have the opportunity to use these spare periods to carry out research, complete assignments or finish homework.

In their use of this time students are expected to respect the needs of other individuals and groups in the School. Use of the areas listed above is on the understanding that others are not disturbed. Games (including cards and ball games) are not permitted, whilst the gymnasium, tennis/basketball courts and playing fields are reserved for the use of Physical Education classes.

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2. **Private Study periods.** A Year 12 student who drops a subject will have an extra 8 periods where he is not in a scheduled class. These are designated study periods in his timetable. (Year 11 students are required to study 6 subjects).

Study periods will be treated as periods allocated to an academic subject, ie: each student will be allocated to a particular in-class study group for each of the in-class Study periods, in a specified room and supervised by a nominated teacher, and where:

- there is a commitment to attend, and a roll is kept.
- the student is expected to plan to use the periods productively, reporting punctually with materials ready to work immediately.
- normal sanctions will apply to slack, misdirected or disruptive behaviour.

A student who is involved in the INSTEP program will have a number of periods during the week when he is not in a scheduled class (in addition to the normal 3 spare periods referred to above). Following his placement, the timetable will indicate those times when he is rostered for in-class **Study periods**.

3. During the course of the year, and at the discretion of the Head of House, individual variations to the above may be allowed. Students are expected to be on the school grounds at all times from the time they arrive at school until the end of period 6, except in the following situations:

- They have an appointment such as medical. Prior to the student leaving school (preferably the morning of the appointment) parents should email absentees@ccgs.wa.edu.au giving details of the period of absence.
- An emergency situation where it is reasonable for the student to leave the school having first received permission from either Tutor, Head of House or the Deputy Principal.
- On Friday, a Year 12 student who does not have a commitment to a school function, may go home at the end of period 4 (lunchtime).

Whenever a student leaves the school grounds he must be dressed in a school uniform (see Online School Handbook).

Detentions

Lunch detentions: Students given a lunch detention are required to report to the Duty Prefect in the School Marshal's Office at 1.00pm. Students will be assigned tasks, and must report back to the Duty Prefect at the end of lunch.

School detentions: These are Monday to Friday from 3.15pm to 4.45pm. Students will be given work to do for one and a half hours. Each student must obtain his carer's signature on the 'School Detention' card that was issued by the Head of House.

Lunch and School Detentions are listed in the Daily Bulletin.

Saturday detentions: These are given by the Director of Studies, Director of Planning and Co-Curricular, Deputy Principal or Principal for major breaches of school rules or repeated offences. They are conducted when necessary on Saturdays and each student must obtain his carer's signature on the 'Saturday Detention' card that was issued by the Head of House. Students will be assigned work for the 3 hours.

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Care of Property and Equipment

1. Students are responsible for the safe-keeping of their own property.

All belongings must be clearly marked with the owner's name. Valuable items must be secured in lockers.

The School will not be responsible for the loss of any student property.

2. In the interests of security, school bags are to be secured inside the lockers provided. Books and devices are to be carried without the use of the school bag.
3. Any articles or money found must be handed to a member of staff or the school office.
4. No student may interfere with, or wilfully damage, any property (including grounds equipment) of the School or of any person. Any damage to property or injury to a person must be reported immediately to a member of staff.
5. *Lockers*

All students are allocated a locker and a combination lock for the duration of their time at the School. Students are responsible to their Head of House for the care and good order of their locker. Any damage or loss should be reported to his Head of House as soon as possible.

Lockers must always be locked before the owner leaves them. Under no circumstances may a student open a locker belonging to another student.

A Fee is charged for the replacement of a padlock.

Students are expected to take books and device for two classes at a time so that lockers are not used between periods 1 and 2, 3 and 4, or 5 and 6 except for Physical Education or Instrumental music classes.

6. *Bicycle: Safety & Security*

Students are reminded that all cyclists must wear an approved helmet as a matter of law and as a matter of safety. Students are required to lock their bikes in the bicycle racks provided.

The riding of bicycles in the school grounds is not permitted between 8.00am and 4.00pm. At other times bicycles may be ridden along the road and recognised pathways, at all times taking due care.

Unfortunately bicycle theft is a problem in the general community and the School is not immune to this problem. Bicycles have been stolen from the School. The same precautions against bicycle theft need to be taken at school as need to be taken anywhere else, i.e. the use of a strong securing device whenever the bicycle is not in use.

Further, the School wishes to advise parents and students that:

- (i) the bicycle racks offer a substantial anchorage point for bicycle securing devices;
- (ii) thieves frequently use bolt cutters on the weakest point of the securing device, sometimes the plastic covered wire rope, at other times a small padlock. We believe there is at least one securing device, sometimes called a D- lock that cannot be cut by bolt cutters easily. While such a securing device may cost more than others, it may be worth it in the long term if it deters a potential thief – at School or anywhere else;
- (iii) the School accepts NO liability for bicycles or any other personal property brought to the School. Although staff take all reasonable care, we suggest that parents contact their own insurance company with respect to insuring their son's bicycle;
- (iv) thieves appear to target the expensive bicycles;
- (v) we suggest that the frame is engraved with either a telephone number or a car registration number.

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Besides acting as a deterrent to some, it means that the owners can be traced easily by Police if a stolen bicycle is recovered.

7. *Lost Property*

Property found lying around the School and grounds is impounded and may be reclaimed from lost property in the School Marshal's office.

If articles are unclaimed after several weeks parents will be notified.

Articles of clothing not claimed after a month, or unmarked articles of clothing may be passed on to the Uniform Shop, washed and offered for re-sale.

8. *Trading Property*

Any transactions between students concerning the sale of books or other articles must be sanctioned by a member of staff.

Canteen and the Uniform Shop

Canteen

The Canteen, is located on the ground floor, eastern wing of the student Refectory, and is open from Monday to Friday, except on public and school holidays.

The canteen service sells a variety of foods before school, morning recess and lunchtime. A price list of the items available is on the school website.

Rules for queuing

1. Queue in the order of arrival without pushing forward on those already in the queue.
2. No pushing in ahead of others.
3. No saving places for others.

Uniform Shop

The uniform shop, provided by the Auxiliary, is adjacent to Knutsford Boarding House, above catering, and is open on Monday: 8.00am to 5.00pm; Wednesday: 1.00pm to 5.00pm; Thursday: 2.30pm to 5.00pm and Friday; 8.00am-11.00am. A list of opening times is in the calendar of events. A full range of new and second-hand school and sports uniforms can be purchased at the Uniform Shop. Any second-hand item of school or sports uniforms of suitable standard (with the exception of socks, bathers and school shoes) may be taken to the uniform shop for resale. A commission is charged.

The uniform shop can be contacted on 9442 1716.

Bookroom & Book-hire scheme The School operates a book-hire scheme for Senior School students. Each student is responsible for collecting his books before the commencement of the school year. The bookroom sells stationery, text books, calculators and cadet items. Opening times are from 1.00pm to 1.30pm Monday to Thursday and 10.40am to 10.55am Friday.

End of Year Arrangements

A special program is conducted in the Senior School in the final week of the year, and parents will be informed by letter of these arrangements. This time enables exam marking to be completed, prize lists to be finalised, as well permitting a

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range of co-curricular activities to be run.

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