STUDENT SERVICES

FORTES IN FIDE
STRONG IN FAITH

Chevalier College

A Catholic secondary college conducted by the Missionaries of the Sacred Heart

A GUIDE FOR STUDENTS
Student Services is located at the western end of the administration building

**Hours:**
- 8:00am – 4:15pm Monday/Friday
- 8:00am – 5:15pm Tuesday/Wednesday/Thursday

**Phone:** 4861 0528, 4861 0587

**Staff:** Gabby Lenarduzzi, Michelle Carlon
Student Services encompasses:

- Student ‘sign in’ and ‘sign out’ (when arriving at or leaving school outside the normal times).
- Appointments to see Counsellors (Mrs Smith, Mrs Healey), Mrs Mulhall, Mr Bounds, Mr Langdon, Mrs Santos, Mr Reeves and Mrs Tipping.
- Lost Property.
- Medical Action Plan information return.
- Permission note return.
- Any communication to parents.
- Confiscated items.
- First Aid 8:00am – 8:30am Monday to Friday
  3:30pm – 4:15pm Monday and Friday
  3:30pm – 5:15pm Tuesday, Wednesday and Thursday

You can request/collect any of the following:

- Replacement student ID cards (Library cards)
- Replacement timetables
- Bus pass application forms
- Student driving permits (Year 11 and 12 students)
- Tax file number applications
- Senior secondary student concession cards
- Proof of age concession cards
- Application for extension of time for an assessment
- Illness misadventure appeal forms for senior exams
- Change of subject forms
- Spare permission notes for excursions and activities

Most forms are available from the pigeonholes as you enter the Student Services foyer. If you need a form that you cannot locate in the pigeonholes please check with us at the counter.
ATTENDANCE / ABSENCES FROM SCHOOL
Students are required by law to attend school and maintain satisfactory attendance until the school leaving age, which is now 17, with some exceptions. The NSW Board of Studies also requires satisfactory attendance by a student for them to be eligible for a Record of School Achievement (Year 10) or the Higher School Certificate (Year 12). If you have been absent from the College, your parent/caregiver is required to explain the reason. This explanation should be in the form of a note to your Home Room teacher. The note should include your full name, home room and student ID number. If your parent/caregiver wishes, they can use the SMS system instead (0419 829 442). The SMS should include your full name, the date of the absence and the reason for the absence. The Principal may request a Doctor’s Certificate if a period of sick leave is more than four days or the Principal is not satisfied with the explanation.

HOLIDAYS AND OTHER LEAVE DURING SCHOOL TERMS
If an absence is foreseen and will keep you away from the College for an extended period of time (more than five school days), a note requesting leave from the Principal should be submitted by your parent/caregiver at least two weeks in advance of the absence. Requests should include the dates and the reason for the absence. Requests will then be reviewed by the Principal who, in turn, will advise in writing if the request has or has not been granted. When students are granted leave, this is usually done on the proviso that assessment and classwork are undertaken before or during the leave of absence. Extensions are not granted in these situations unless there are compassionate grounds.

LATE FOR SCHOOL
Late students must report to Student Services to ‘sign in’, preferably accompanied by a parent/caregiver. If you report to the office unaccompanied, a written a note from your parent/caregiver explaining the absence is required. An SMS cannot be used in this situation. Please be aware that you may be placed on detention if you are late to school without a note.
APPOINTMENT / LEAVING EARLY
Students who need to leave the College during school hours, for any reason (e.g. for medical or dental appointments), must report to the Student Services office to ‘sign out’. A note from your parent/caregiver stating that you will be leaving the College during the day, the reason you will be leaving, the time you will be leaving, and whether or not you will return, must be signed by your Home Room teacher (during Home Room) or your House Coordinator/Year Advisor (on meetings or assembly days). This note needs to be presented to the Student Services office when you ‘sign out’. You must inform your class teacher that you will be leaving during a lesson by showing them the note.

LOST PROPERTY
Lost property is held at Student Services. Students looking for lost items should return to the area where they think they left the item. If the item is not there, please come to Student Services and ask if it has been handed in. If a found item is labelled, it will be returned to you via the runners. Unclaimed lost property is recycled or disposed of after being stored for two terms.

Please be aware that you should not leave your belongings at school overnight, over the weekend or over the holidays, and you should not leave items on top of lockers out of school hours, as these items will be collected as lost property. Please make sure your belongings have your name on them.

PERMISSION NOTES
All permission notes must be returned to Student Services by the specified return date stated on the note. We have a drop off pigeonhole in the Student Services foyer to save you having to line up to hand in a note. Please make sure that cash or cheques are not left in the drop off box. If you need to make a payment relating to an excursion or activity you do this at the payments window behind the main office reception desk at the eastern end of the administration building. If you have any questions regarding your permission notes please see staff at the Student Services counter.
APPOINTMENTS
If you wish to see the following staff you will need to enquire about their availability at Student Services: Counsellors (Mrs Smith, Mrs Healey), Mrs Mulhall, Mr Bounds, Mr Langdon, Mr Reeves, Mrs Tipping and Mrs Santos. To make an appointment to see Mr McDermott, Mr Murchie or Mrs Majetic you need to see staff at the main office reception desk.

Mr Bell’s office is at the tennis court end of B Block.

STUDENT ID CARDS
Each year students are issued with a Student ID Card. This is used to hire textbooks from the Book Room and hire resources from the Library. If you lose, misplace, deface or break your card, you will need to order a replacement card through Student Services. You will receive an interim slip which will allow you to be issued with one textbook. You can pick up your new card once you have paid the replacement cost of $2.00 to Student Services.

BUS PASSES
Any student requiring a new or replacement bus pass can pick up a bus pass application from Student Services. Once the form has been completed by your parent/caregiver return it to Student Services. We will then process your application and forward it to the bus company.

DRIVING PERMITS
Year 11 and 12 students who intend driving to and/or from school need a Chevalier College Student Driving Permit. The application form can be collected and returned to Student Services. Each student listed as a passenger on the application form must have signed parental permission (on the form). Please note that Year 11 students may have sibling passengers only. Year 12 students may have sibling passengers and/or other Year 12 students only. Make sure you display your permit, as your vehicles will be checked.
STUDENT ACTION PLANS (MEDICAL)
Student Services collects completed medical action plan information. If you have any questions regarding action plans, please speak to the Student Services staff.

TAX FILE NUMBER APPLICATIONS
You can collect a tax file number application from the pigeonholes in the Student Services foyer or from Mr Bull’s office in C1. Return your completed form along with the attached parental permission slip to Student Services and we will forward it to Mr Bull for processing and mailing to the Australian Tax Office. It usually takes 2 weeks for the Tax Office to process your application.

TIMETABLES
It is a good idea to make several copies of your timetable. Some suggested places to keep them are: your wallet, diary, locker, student desk at home and on the refrigerator at home. If you misplace your timetable or require a replacement timetable because of changes, please see Student Services’ staff at the counter.

COMMUNICATION WITH PARENTS
To contact your parents during school hours, come to Student Services. If your request is of the nature where contact with your parents is necessary, staff will allow you to use our Student Services’ phone. Mobile phones must not be used by students between the hours of 8:50 am and 3:30 pm. Disciplinary action will be taken if a student is discovered using their phone. This action includes, but is not limited to, confiscation of the mobile device.

CONFISCATED ITEMS
Anything that is confiscated from a student will be held at Student Services. After the delegated time, a student may sign out the item. If your parent wishes to collect the item prior to the release date they must speak to your House Coordinator who will contact Student Services to release the item.