

Chevalier College

FORTES IN FIDE | STRONG IN FAITH

Student Information Booklet 2019

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This document is subject to review and should be viewed electronically to ensure reference to the most up-to-date version, as printed versions of this document may become outdated.

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Lesson Times

Warning Bell	8.45am
Home Room	8.50am
Period 1	9.10am
Period 2	10.13am
Break 1	11.16am
Period 3	11.46am
Period 4	12.49pm
Break 2	1.52pm
Warning Bell	2.22pm
Period 5	2.27pm
End of classes	3.30pm

2019 Term Dates

Term 1 first school day	Thursday 31 January
<i>mid-term break</i>	<i>Friday 15 March</i>
Term 1 last school day	Friday 12 April
Term 2 first school day	Wednesday 1 May
Term 2 last school day	Friday 5 July
Term 3 first school day	Wednesday 24 July
<i>mid-term break</i>	<i>Friday 30 August</i>
Term 3 last school day	Friday 27 September
Term 4 first school day	Monday 14 October
Term 4 last school day	Thursday 5 December

Library

Library hours are 8.30am to 4.00pm Monday to Thursday and 8.30am to 3.30pm on Fridays. The times of programs held in the library outside these hours will be posted on the college website.



Chevalier College Prayer

Loving God,

We ask Your blessing as we begin this new day
and we thank You for the gift of life.

Make us strong in faith, so that at all times and in all
places, we may be witnesses to the love of Jesus.

Help us make this love real in the kindness and
forgiveness we show and the generous service we give.

Help us to face with courage the challenges of following Jesus.

May we be ready for all the sacrifices that
You will ask of us this day and throughout our lives.

In faith and hope and love we say:

Sacred Heart of Jesus, I place my trust in Thee.

Amen



Uniform

Junior Uniform (Years 7–10)

All uniform items (except shoes) are expected to be purchased at the Chev Shop.

• Summer Uniform (Terms 1 and 4)		
Item	Girls	Boys
Dress	College dress (length must be below the knee)	
Shirt		Blue long-sleeved college chambray shirt
Tie		Maroon college tie
Shorts		Grey college shorts optional for summer
Trousers		Long grey college trousers
Belt		Plain black leather belt
Socks	Short white college socks with blue and maroon bands	Long grey college socks with blue and maroon bands
Shoes	*Traditional black leather lace up shoes	
Hat	College cap or bucket hat (optional)	
Sports/PE	Maroon college PE shorts, blue college polo top, white college sport socks, college cap, *sports shoes	

Winter Uniform (Terms 2 and 3)		
Item	Girls	Boys
Skirt	College skirt (mid-calf length)	
Tights	Black tights 70 denier	
Shirt	Blue long-sleeved college chambray shirt	
Tie	Maroon college tie	
Jumper	Maroon college monogrammed jumper	
Blazer	Optional maroon college monogrammed blazer	Optional black college monogrammed blazer
Trousers		Long grey college trousers
Socks		Grey socks
Beanie/Scarf	College beanie or scarf (optional)	
Shoes	*Traditional black leather lace up shoes	
Sport/PE	College tracksuit/maroon college PE shorts and blue college polo top, college sports socks, college cap, *sports shoes	

*See 'Uniform Regulations' for details

Senior Uniform (Years 11–12)

All uniform items (except shoes) are expected to be purchased at the Chev Shop.

Summer Uniform (Terms 1 and 4)		
Item	Girls	Boys
Dress	College dress with maroon dress tab (length must be below the knee)	
Shirt		White long sleeve shirt
Tie		Blue senior college tie
Shorts		Grey college shorts optional for summer
Trousers		Long grey college trousers
Belt		Plain black leather belt
Socks	Short white college socks with blue and maroon bands	Long white socks with shorts Grey sock with trousers
Blazer	Maroon blazer with monogrammed pocket	Black blazer with monogrammed pocket
Shoes	*Traditional black leather lace up shoes	
Hat	College cap or bucket hat (optional)	
Sports/PE If applicable	Maroon PE shorts, blue college polo top, white college sport socks, college cap, *sports shoes	
Winter (Terms 2 and 3)		
Item	Girls	Boys
Skirt	College skirt (mid-calf length)	
Tights	Black tights 70 denier	
Shirt	White long-sleeved shirt	
Tie	Blue senior college tie	
Jumper	Maroon college monogrammed jumper	
Trousers		Long grey college trousers
Belt		Plain black leather belt
Socks		Grey socks
Blazer	Maroon blazer with monogrammed pocket	Black blazer with monogrammed pocket
Beanie/Scarf	College beanie or scarf (optional)	
Shoes	*Traditional black leather lace up shoes	
Sports/PE If applicable	College tracksuit / maroon PE shorts and blue college polo top, college sports socks, college cap, *sports shoes	

*See 'Uniform Regulations' for details

Sports Uniforms

Sport	Shorts	Shirts	Socks
Athletics ISA	Maroon PE	College Athletics singlet	White college sports socks
Basketball	Maroon basketball shorts	College Basketball Singlet	White college sports socks
Cricket	Long Cricket whites	White college long sleeved sports shirt	White college sports socks
Cross Country ISA	Maroon PE	College Athletics singlet	White college sports socks
Hockey	Maroon skirt	Jnr: blue college polo top Snr: white college polo top	Long college maroon/blue socks
Netball	Maroon skirt	Jnr: blue college polo top Snr: white college polo top	White college sports socks
Rugby	Maroon rugby shorts	College rugby top	Maroon college socks with blue tops
Soccer	Maroon soccer shorts	College soccer shirt	Maroon college socks with blue tops
Softball	College Maroon knickerbockers	Jnr: blue college polo top Snr: white college polo top	Maroon college socks with blue tops
Swimming ISA	Maroon PE shorts	College sports top	White college sports socks
Tennis	Maroon PE shorts	College sports top	White college sports socks

Uniform Regulations for Years 7–12 (At school and outside of school)

Students who do not abide by the following requirements will be asked to fix the identified problem and may be asked not to return to school until the issue is resolved.

All final decisions regarding uniform regulations are at the discretion of the Assistant Principals – Well-being.






Uniform Regulations	
Hair Styles	<p>Girls:</p> <ul style="list-style-type: none"> • Hair should be neat and tidy. • Hair styles must be conventional. • Long hair must be tied back at all times. • No shaved sections are acceptable. • No extreme styles, no beaded braids, no dreadlocks.

Uniform Regulations	
Hair Styles (cont'd)	<p>Boys:</p> <ul style="list-style-type: none"> • Hair should be neat and tidy and short in appearance. • Hair is to be above the collar and above eyebrows. • Hair should be off the face and no shorter than a 'number 4'. • No shaved sections, Mohawks, rat tails or dreadlocks. • No steps or undercuts. • No 'bob' hairstyles.
Facial Hair	<p>Face is to be clean - shaven.</p> <p>Sideburns are to be no lower than the ear lobe.</p>
Hair Colour	<p>Hair should be natural in tone. Discreet highlights that blend in with the natural hair colour are acceptable. However, unnatural colours, and extreme contrasting colours (e.g. black and blonde) are not in keeping with these guidelines.</p> <p>If students are in doubt about a proposed style or colour change they should consult the Assistant Principals – Well-being before making any change.</p> <p>All final decisions are at the discretion of the Assistant Principals – Well-being</p>
Jewellery	<p>Girls are permitted to wear one set of matching plain sleepers or plain studs, one in each ear lobe.</p> <p>Boys are not permitted to wear earrings.</p> <p>No tongue studs or any other visible body piercings are permitted. This includes any clear studs or stoppers.</p>
Make-Up	<p>Make-up is not permitted.</p>
Body Art	<p>Visible body art (e.g. tattoos) is not permitted.</p>
Fingernails	<p>To be kept short and well-groomed.</p> <p>Coloured varnish is not permitted.</p>
Blazer	<p>Years 7–10: Blazers are optional</p> <p>Years 11–12: Blazers are compulsory uniform items</p>
Winter Jacket	<p>The college black winter jacket is an optional uniform item for Terms 2 and 3 only. The jacket may be worn in addition to the compulsory school jumper but not instead of.</p> <p><i>Exceptions:</i> Extreme weather conditions as determined by the College.</p>

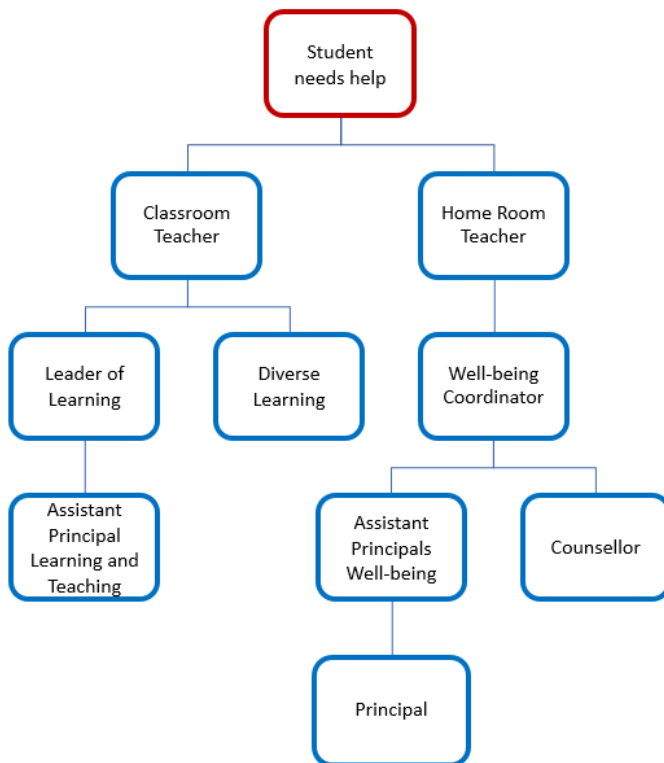
Uniform Regulations	
Shirts	Blouses and shirts are to be tucked in and buttoned to the neck. Any undershirts worn (e.g. to protect against the cold) must be white and must not be visible.
Ties	College tie to be worn correctly, i.e. done up to the neck.
Skirt/Dress Length	Skirts and dresses are to be worn below the knee.
Tights / Socks	Summer: Only college socks are to be worn Winter – Girls: Full length 70 denier black tights Winter – Boys: Grey socks (no ankle socks)
Scarves / Beanies	College scarves and beanies may be worn in Terms 2 and 3 only.
School Bags	Must be free of graffiti and kept in good repair.
School Shoes	<p>Traditional black leather lace up school shoes with low stout sole and firm leather uppers. This requirement is not only for the appearance of the uniform, but also for the safety of students.</p> <p>The college <u>does not permit</u> shoes that are:</p> <ul style="list-style-type: none"> • open cut • non-leather • jiffy style • buckle-up styles • boot styles • canvas <p>or shoes that have:</p> <ul style="list-style-type: none"> • high heels • thin soles.
Sports Shoes	<p>Lace-up supportive joggers.</p> <p>The college <u>does not permit</u> the wearing of the following items as part of the sports uniform:</p> <ul style="list-style-type: none"> • Dunlop volleys • cotton shoes • non-laced shoes • canvas shoes <p><i>Remember that wearing the correct sports shoes will enhance your physical activity and provide sound protection for your feet.</i></p>

Learning Requirements

All students at Chevalier College are to be **prompt**, be **prepared**, be **polite**, **participate** and follow **procedures**.

Learning Requirements		
<u>PROMPT</u> 	Exemplary Behaviour A student arrives on time before the second bell.	Satisfactory Behaviour A student arrives on time before the second bell.
<u>PREPARED</u> 	Exemplary Behaviour A student demonstrates initiative and an enthusiastic attitude. A student always has required items with them for each class	Satisfactory Behaviour A student displays a positive attitude. A student has required items with them at each class.
<u>POLITE</u> 	Exemplary Behaviour A student is consistently courteous and cooperative with the teacher and other students.	Satisfactory Behaviour A student is courteous and cooperates with the teacher and other students.
<u>PARTICIPATE</u> 	Exemplary Behaviour A student: <ul style="list-style-type: none"> • consistently follows teacher's directions and always stays on task • consistently demonstrates self-discipline • completes classwork, assignments and assessments to a very high standard by the due date. 	Satisfactory Behaviour A student: <ul style="list-style-type: none"> • follows teacher's directions and is on task • demonstrates self-discipline • completes classwork, assignments and assessments to the required standard by the due date.
<u>PROCEDURES</u> 	Exemplary Behaviour A student consistently follows and models College procedures and expectations.	Satisfactory Behaviour A student follows school procedures and expectations.

Student Support



Problems with study (e.g. can't keep up; assignment is due; can't focus etc.)

- See your classroom teacher to discuss the problem first
- See the subject Leader of Learning
- Referral to Learning Support and Enhancement team
- See the Assistant Principal – Learning and Teaching

Problems other than study (e.g. personal problems hampering your progress, bullying; conflict with other students etc.)

- See your Home Room teacher
- See our House Coordinator
- Referral to Counsellors
- See the Assistant Principal – Well-being

Remember: The Principal's door is always open.

When You Need Help

Support and Resources for Parents and Students

Australian Drug Foundation 1300 858 584 or www.druginfo.adf.org.au

Beyond Blue 1300 224 636 or www.beyondblue.org.au

(Provides information for individuals and families who are concerned about depression)

Black Dog Institute 02 9382 4530 or www.blackdoginstitute.org.au

(Provides specialist expertise in depression and bipolar disorder)

Boys Forward www.boysforward.com

(Provides information and links about boys, their education and their development needs)

Bullying No Way www.bullyingnoway.com.au

Centacare - 9390 5366 or 1300 138 070 or www.centacare.org

(Provides counselling and advice for families and individuals)

Cybersmart 1800 880 176 or www.cybersmart.com.au

(Australian Government – Communications & Media Authority)

Cybersafety Help Button www.dbcde.gov.au/helpbutton

Facebook Help <http://www.facebook.com/help>

Facebook Safety for Teens <http://www.facebook.com/safety/groups/teens>

Headspace www.headspace.org.au

Kids Help Line 1800 551 800 or www.kidshelp.com.au

(Provides 24-hour telephone and online counselling for children and teenagers)

Lifeline 13 11 14 or www.lifeline.org.au

(Provides free phone counselling for all ages)

Mental Health and Well-being www.mentalhealth.gov.au

(Government sponsored website providing links and information about mental health)

Michael Carr-Gregg 03 98516719 or www.michaelcarr-gregg.com.au

(Contains information and links for parents, young people and teachers)

Moodgym www.moodgym.anu.edu.au

(Provides an individual web-based program for treating depression)

Reachout www.reachout.com.au

(Provides information for young people about topics relevant adolescence)

Relationships Australia 1300 364 277 or www.relationship.com.au

(Provides counselling, mediation services and offers relationship courses for families and individuals)

You have a right to feel safe and be safe

If you are being bullied, here are some ideas about what you can do.

Talk to someone about it

- Find a trusted friend, teacher or carer who will listen to how you feel and be supportive.
- Talk to your friends; they can help you tell a teacher or your parents or just help you feel better.
- Talk to your parents; tell them what is happening.
- Talk to your teacher or another staff member; tell them what is happening. If you wish to, you can do this confidentially by seeing them during a recess break.
- If you don't feel you can talk to someone face to face, you can go online to the Kids Helpline at <http://www.kidshelp.com.au> or you can call the Kids

Helpline on 1800 55 1800 and speak to a counsellor.

Try a few strategies that have worked for others

Only try these if you are not in any immediate danger of being physically hurt and you feel confident you can do them.

- Ignore the bullying - turn your back and walk away.
- Act unimpressed or pretend you don't care about what they say or do to you. You could say, 'Okay, whatever' and then walk away.
- Use strong, assertive statements, starting with the word 'I' and using a strong confident voice, for example, 'I want you to stop talking to me like that' or 'I want you to stop doing that'.
- Use 'fogging', which means make a joke or funny comment that makes the bully think you don't care about what they say.
- Ask your friends to speak up for you. And remember to do the same for them.

Try to stay positive

- Focus on all the things that you do well, the people who like you and the people who care about you.
- Write down your thoughts and feelings about the bullying to help you think clearly about what you can do.

Hang out with your friends and with people who help you feel good about yourself

- Good friends respect, encourage and support you.
- Good friends care for your wellbeing and are fun to be around.
- You can make new friends by respecting, encouraging and supporting others.

Try to sort out the problem behind the bullying

If you feel safe to do so, talk with the other people involved and ask them how you might be able to sort out the problem together.

Student Rights and Responsibilities

Rights	Responsibilities
I have the right to be happy and to be treated with understanding.	I have the responsibility to treat others with understanding – not to laugh at others, tease others or try to hurt their feelings.
I have the right to be treated with respect and politeness.	I have the responsibility to treat others politely and with respect. I have the responsibility to respect the authority of college staff. If necessary, I should be able to disagree without being disagreeable.
I have the right to expect my property to be safe.	I have the responsibility not to steal, damage or destroy the property of others.
I have the right to obtain maximum benefit from all lessons and classes – other students ought not to deprive me of this by their behaviour. I have the right to learn without interference. I have the right to participate in school activities.	I have the responsibility to cooperate with college staff and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students' rights to learn. I also have the responsibility to be punctual, to attend school regularly and to take part in activities that will be of benefit to me and to the school.
I have the right to be safe.	I have the responsibility to make the school safe by not threatening, hitting, or hurting anyone in any way.
I have the right not to have my good health habits interfered with.	I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so.

Rights	Responsibilities
I have the right to have a pleasant, clean and well-maintained school (buildings and grounds).	I have the responsibility to care for the school environment – to keep it neat and clean and to be prepared to remove litter.

Behaviour Code

Rule / Rationale		Possible Consequences
<u>Safety</u> Respect individual teacher and faculty rules.	Each subject area and teacher have different teaching strategies and expectations.	Detention Loss of merits Isolation
<u>Attendance</u> Students must be punctual and attend all of their lessons. All absences must be explained by a note or SMS from a parent or guardian. Students needing to leave during the day must have a note from a parent or guardian and this note must be signed by the student's home room teacher Students must bring the all necessary books and equipment, including appropriate attire to each class. Students may attend lockers before and after school, and during breaks.	Attendance at lessons is a legal requirement and is essential for successful learning. Being punctual promotes a positive learning environment for everyone.	Detention Loss of merits Parents notified In the case of truancy, parents and authorities notified
<u>Out of Bounds</u> The following areas are out of bounds unless a student is permitted by and under the supervision of staff: <ul style="list-style-type: none"> ● Classrooms ● Inside McGrath Hall ● Behind the squash courts ● Performing Arts area ● Heart Lawn and surrounding roads ● I-Block corridor 	These areas are not supervised by staff and, therefore, it is not safe for students to enter them.	Detention Loss of merits Parents contacted

Rule / Rationale	Possible Consequences
<ul style="list-style-type: none"> ● Dam and jetty ● Bosco Carroll building ● Sadlier and Coates ovals, and the surrounding tree-ed areas ● All car parks ● Outside school fences ● Constructions zones 	
<p><u>Passive Areas</u> Passive areas are places where students are entitled to a quite environment, without disruption by activities such as ball games.</p> <p>The following areas are non-passive areas, which means they are the only areas where ball games etc. are permitted:</p> <p>✓ A-Block quads ✓ Ched ✓ Hockey fields</p>	<p>Detention Loss of merits Parents contacted</p>
<p><u>Bullying and Harassment</u> Bullying and harassment, whether physical, verbal or of another type, are not acceptable behaviours in this school. All pupils and adults have rights and responsibilities in the ways in which they behave towards each other and the ways in which they make each other feel.</p> <p>Students must not behave towards others in any way that interferes with their happiness or safety. Harassment and bullying will be dealt with promptly.</p>	<p>Loss of merits Suspension Students and parents interviewed Termination of enrolment</p>
<p><u>Banned Items</u> Bringing dangerous items, substances or materials to school is forbidden and may be against the law.</p> <p>Students must not bring dangerous or banned items to school or any school event, including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Explosives, including fireworks ● Weapons, including replicas ● Blades, unless required for legitimate school purposes ● Cigarettes, including e-cigarettes ● Chemicals / aerosols ● Lasers <p>Students must not bring, consume, or present at school or any school event, under the influence:</p> <ul style="list-style-type: none"> ● Alcohol ● Energy drinks ● Illicit drugs 	<p>Items confiscated or other consequences in accordance with student behaviour procedures</p>

Rule / Rationale		Possible Consequences
<p><u>Personal Property</u></p> <p>Personal property is easily lost, broken and could be stolen.</p> <p>Student must not bring valuable, non-essential property to school. Students must be respectful of the property of others and must not wilfully damage any property, including school property.</p>		<p>Items confiscated.</p> <p>Replacement or repair of school property.</p> <p>Loss of merits.</p> <p>Suspension.</p>
<p><u>Personal Electronic Devices</u></p> <p>Use of these devices can be anti-social and, unless being used for educational purposes, will distract students from their school work.</p> <p>Personal devices brought to school must:</p> <ul style="list-style-type: none"> only be used in accordance with the Student ICT Usage Policy (available on the college website) not be used for personal purposes between 8.45am and 3.30pm not be used to contact parents unless specific authority has been given by a staff member, such as on return from an excursion. 		<p>Items confiscated or other consequences in accordance with student behaviour procedures</p>
<p><u>Unacceptable Activities</u></p> <p>Participation in unacceptable can:</p> <ul style="list-style-type: none"> be unsafe be illegal be unhealthy be anti-social damage the student and the school's reputation <p>The following activities are forbidden:</p> <ul style="list-style-type: none"> climbing on buildings climbing on trees throwing objects such as stones, sticks, fruit, water bombs spitting fighting using inappropriate language inappropriate displays of affection inappropriate behaviour while in school uniform 		<p>Detention</p> <p>Loss of merits</p> <p>Suspension</p> <p>Parents notified</p>

A Guide to Student Services

Hours: 8.00am – 4.30pm Monday to Friday

Phone: 4861 0528, 4861 0587

Email: studentservices@chevalier.nsw.edu.au

General

- Student 'sign in' and 'sign out' (on arrival or leaving school outside normal times)
- Appointments to see counsellors (Mrs Smith, Miss Webster), Mrs Mulhall, Mr Bounds, Mr Langdon, Mrs Tipping and Mrs Clunn
- Lost property
- Permission note return
- Any communication between parents and students
- Collection of confiscated items

Requests handled by Student Services

- Replacement student ID cards (Library cards)
- Student driving permits (Year 11 and 12 students)
- Senior secondary student concession cards
- Proof of age concession cards
- Application for extension of time for an assessment application forms
- Illness misadventure appeal forms for senior exams and assessments
- Change of subject forms (via Mr Bounds or Mr Langdon)
- 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

The Education Act 1990 requires that parents ensure their children are enrolled at, and regularly attend school from the age of 6 to 17 years (with some exceptions). The NSW Education Standards Authority also requires satisfactory attendance by a student for them to be eligible for a *Record of School Achievement* (Year 10) or *Higher School Certificate* (Year 12).

[SMS System - 0419 829 442](#)

The college uses an SMS system to notify parents when their child is marked absent from school by the Home Room Teacher and this absence is unexplained. Parents can respond by text back to the college to explain or query the absence.

We encourage parents to use the college **SMS system** and send us a text message if you know ahead of the day that your child will be absent. If the absence is unforeseen, please send a text message as soon as you are able, preferably on the morning of the absence.

If you send a text message advising of a full day's absence, **a note is not required**. Please note that a telephone call does not replace the need for an absence note or text message.

[Absences from School](#)

If a student has been absent from the college, a parent/caregiver is required to explain the absence on the student's return. This explanation should be in the form of an SMS or note to the student's Home Room teacher. The explanation should include the student's:

- full name
- home room
- student ID number
- reason for the absence

The Principal may request a medical certificate if the period of absence is more than five days or if the Principal is not satisfied with the explanation. A medical certificate is required if a student is in Year 10, 11 or 12 and has missed an assessment task during the absence. The procedures relating to assessment task absences are published in the Student Academic Handbooks, which are available on the college website www.chevalier.nsw.edu.au.

[Holidays and Other Leave During School Terms](#)

Families are encouraged to holiday or travel during school vacations. If necessary travel or other circumstances will keep a student away from school for an extended period of time (more than five school days), parents/caregivers must request leave from the Principal, in writing, at least two weeks prior to the time of the requested leave. Requests can be emailed to the Principal's Assistant at office@chevalier.nsw.edu.au and should include the dates for leave and reason for the absence. The Principal will review the request and advise in writing whether or not the request has been approved. 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. Assessment task extensions are not granted to students who take approved or non-approved leave unless there are substantiated compassionate grounds.

Late for School

Any student who arrives late to school (after 8.50am) is required to go directly to Student Services.

1. If you have a note from your parents explaining your late arrival:
 - scan your student ID card using the scanner on the Student Services Desk and follow the prompts on the touch screen
 - give your note to Student Services' staff and proceed to class.
2. If your parent accompanies you to Student Services:
 - scan your student ID card using the scanner on the Student Services desk and follow the prompts on the touch screen
 - have your parent sign the late explanation form, hand the form to Student Services' staff and proceed to class.
3. If you do not have a note and do not have your parent with you:
 - scan your student ID card using the scanner on the Student Services Desk and follow the prompts on the touch screen
 - take the late explanation form home to be signed by your parent
 - return the form to your home room teacher on the next school day

OR

your parent may send an SMS to the college before 3.00pm on the day of your late arrival.

Any student who does not have their late arrival explained by their parent within the above timeframe will be placed on a lunchtime Coordinator's Detention. If you have a good reason for not having your lateness explained, see Student Services' staff before the beginning of period 2.

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 Student Services 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 Well-being Coordinator (on meetings or assembly days). You must inform your class teacher that you will be leaving during a lesson by showing them the note. This note needs to be presented to the Student Services office when you 'sign out'. You are to scan your student ID card using the scanner on the Student Services Desk and follow the prompts on the touch screen.

If you are returning, you are to rescan your student ID card at Student Services to 'sign in'.

Absences and Assessment Tasks

Students must refer to and follow the procedures for special consideration when an absence affects their ability to complete an assessment task at the scheduled time. Procedures can be found in the Student Academic Handbook, located on the college website: www.chevalier.nsw.edu.au/publications/academic-policies/assesment-information/

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, students should come to Student Services and ask if it has been handed in.

It is a good idea to back track your day and check with your teachers. If you think you may have left something on the school bus come to Student Services and staff will telephone the bus company and ask them to check with the driver.

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 ALL your belongings have your name or student ID number on them.

Permission Notes

Permission notes must be returned to Student Services by the specified return date stated on the note. Students may drop their notes into the 'drop-off' pigeonhole in the Student Services foyer.

Permission notes that require a payment must be taken, along with the cash or cheque, to the accounts office, which is located in the Reception area of the administration building.

If you have any questions regarding your permission notes, please speak to staff at the Student Services counter.

Appointments

Students wishing to see the following staff you will need to enquire about their availability at Student Services: Counsellors (Mrs Smith, Miss Webster), Mrs Mulhall, Mr Bounds, Mr Langdon, Mrs Tipping, Mrs Clunn.

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

Student ID Cards

Every second year, students are issued with a Student ID Card. This is used to hire textbooks or resources from the Library. If you lose your card, you will need to order a replacement card through Student Services. You can pick up your new card once you have paid the replacement cost of \$2.00 to Student Services.

Bus Passes

Students requiring a new or replacement bus pass must do this via an online application. The college endorses the completed bus pass application via email to the Department of Transport. If your address changes you will need to update your details online to obtain a new bus pass.

For more information: 131 500 or www.transportnsw.info/school-students

Driving Permits

Year 11 and 12 students who intend to drive 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).

1. Red Driving Permit

When students first obtain their drivers licence, they may apply for a college Red Driving Permit. While on a Red Driving Permit, students may have sibling passengers only.

2. Green Driving Permit

After holding a Red Driving Permit for three consecutive months, students may then apply for a Green Driving Permit, which will allow them to drive siblings and/or other Year 11 or 12 students (only).

Make sure you display your permit, as your vehicles will be checked.

Timetables

An email will be sent to students from Mr Bounds at the beginning of the year which will provide a link to be able to access timetables via the student's personal device. Printed timetables are no longer given out. Any problems accessing timetables should be directed to staff in the IT Department for assistance.

Communication between Parents and Students

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.

To contact your child during school hours, please call Student Services. Staff will take your message and have it delivered to your child in class. Remember to allow enough time for the message to be delivered, as the college campus is large and it can take considerable time to locate a student. Please give as much notice as possible and we will deliver messages as quickly as we can.

Please be very aware mobile phones and any BYOD devices must not be used by students between the hours of 8.50am and 3.30pm for personal use. Disciplinary action will be taken if a student is discovered using their mobile 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 Well-being Coordinator who will contact Student Services to release the item.

Student Action Plans (medical)

First Aid staff collect information for the publishing and distribution of medical action plans. For more information contact Mrs Thiele in First Aid on 4861 0534.

The information provided for you in this guide is limited. For a more detailed guide to our college policies please refer to our college website.

