



Student Feeling Unwell?

- ✓ Students are to report to **First Aid** when unwell or injured.
- ✓ Our trained staff will assess and contact parents/carers if needed.
- ✓ Students **must not contact** parents directly.
- ✓ **Mobile phones** cannot be used during school hours.
- ✓ Please remind your child to visit Sick Bay if they are ill. Parents arriving without notice may delay care, as staff will need to locate your child.



Reporting Absences

All absences must be explained.

Please notify us if your child:

- Is absent
- Arrives late
- Is going on holiday
- Leaves early
- Has an appointment



Compass ➔ **Add Attendance Note**

Or you can call us on one of the below numbers



Dedicated Absence Lines 24/7

Junior Sub-Schools
0459 970 912

Senior Sub-Schools
0486 218 220

Please leave student's name and Home Group



Fee Enquiries

For all curriculum contributions and excursion **fee enquiries**, please contact our office at:

8223-excursions@schools.vic.edu.au. For all other enquiries, please use the email listed below.



Leaving Early

- ✓ **Send a note** with your child for their team leader, or call the office *in the morning*.
- ✓ Students must collect an **Early Leavers Pass** from their Team Leader / Coordinator.
- ✓ Students will be waiting at Reception to be collected and **parents are required to sign them out**. Students without a pass will not be released from class.



Bell Times

8.45am	Locker Bell
8.55am	Period 1
9.59am	Period 2
10.59am	Recess
11.36am	Period 3
12.39pm	Period 4
1.39pm	Lunch
2.15pm	Period 5

Full timetable on Parent Portal 'Our School Day' on website



School Uniform

Noone Officer Uniform Store

Shop 6, 45 Siding Avenue, Officer
Mon-Fri 9am - 5pm • Sat 9am - 1pm

Visit pakenhamsc.vic.edu.au/uniform for details



Compass

- Report absences
- Contact teachers
- Download reports
- Approve excursions

For visual instructions, visit the 'From the Office' page in our monthly College newsletter available on our website

For more information, please visit the **Parent Portal** on our website: pakenhamsc.vic.edu.au



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