GENERAL INFORMATION FOR YEAR 7 STUDENTS – 2015

- **House Coordinators**
  House Coordinators are your first point of contact for any problems or issues. Your child will be advised of their house on the Orientation Day.
  
  - Rice–Patrick Anstock
  - McAuley–Kim Mooney
  - Horan–Andrew Newton
  - Chisholm–Gemma Jacobson

- **Uniforms**
  Thank you to those families who have confirmed your uniform orders for 2015. Collection days for uniforms are Wednesday, 21 January and Thursday, 22 January from 9am to 1pm. The Uniform Shop will also be open on Tuesday, 27 January from 9am to 1pm for any exchanges or extra items you would like to purchase. The normal uniform shop opening hours will resume on Monday, 2 February 2015.

- **Stationery Lists**
  The College stationery lists will be available at the Parent Social evening in November. Copies can also be located on the College website with extra hard copies available from the College office from early November. At this time, Newsagencies in Gympie will be sent a copy of our stationery list for their reference.

- **First Day**
  Our students will be warmly welcomed to the College on Wednesday, 28 January at 8.30am for the start of a regular school day. Students are to meet under the Edmund Rice building. They are required to wear their full formal uniform on this day and bring with them their stationery items. During the day program the students will be issued with their diary and textbooks. The day will conclude at our usual time of 3.05pm for their travel home.

- **Medical Details**
  Students who are identified at interview as having a **medical condition that requires medication** will need to have an Individual Health Care Plan prepared. Families will be contacted at the beginning of 2015 to arrange an interview with the Assistant Principal, Pastoral. Please advise the College of any medical changes as soon as possible.

- **Newsletter**
  The College newsletter is accessed online. If your email address was included on your enrolment form, the College has subscribed to Schoolzine on your behalf. Subscription is also via the College website.

- **Timetables**
  Timetables are issued to students on their first day. The College timetable operates over a fortnight, with weeks designated A and B. Students work five 1-hour periods throughout the day, following a 15 minute homeroom meeting. A modified timetable is followed for the first one or two days of the year.
- **Parent Portal**
  The College has a web portal for our parent community. The Parent Portal enables easier access to information about happenings in the school, forms that need to be returned, names and contact details for staff, policy information and much more. There is also a special section to allow you to check the details we have recorded in our enrolment system about your children, and if necessary, for you to advise us of any changes. Access is restricted to legal guardians of students at our school and a logon is required. An account will be created for you by Brisbane Catholic Education and the details will be sent to you at the start of Term 1.

- **Absences**
  Notification of a student absence may be done by either phoning the absentee message hotline on 5482 0999 or by emailing sgymabsentees@bne.catholic.edu.au. You will also be able to inform the College of absences via the Parent Portal once you have been given access. We prefer that you do not use the general College number for absences.

- **Late Arrival**
  If a student arrives late to school, they need to go to the Pastoral office to sign in electronically. They then go to the College office to be issued with a late slip. The College needs acknowledgement from parents/guardians for lateness. This can be done by phone, email or a note on the morning the student is late.

- **Leave Pass**
  If a student is required to leave the College during the school day, a note is to be handed in to the Office before school. A leave pass will be written for collection from the Office (this advises the teacher they have permission to leave class). Before leaving the campus, the student goes to the Pastoral office to sign out electronically, then to the College office for confirmation. If returning to the College they go to the Pastoral office to sign back in electronically and then to the Office.

- **Camp**
  Camp is held from Wednesday, 25 February to Friday, 27 February. As we need to advise the camp kitchen of any dietary requirements for the students in advance, we ask that you complete and return the Dietary Requirements form at your earliest convenience to the College office or by the second week of the first term.

- **Tuckshop**
  Our tuckshop is available Monday to Friday. Student’s MUST place their order on the sheet at the tuckshop prior to homeroom. The tuckshop relies on volunteers to continue to be available to students every day. If you could spare some time, please compete and return the volunteer form.

- **Wednesday College Assembly**
  **ALL** students are required to attend and to wear their formal uniform to College Assembly on Wednesday. If students have PE, they are to change into their PE uniform after assembly before their PE class.

- **Sports Uniform**
  The sports uniform is only to be worn when students have a practical PE class on that day. The exception to this is on a Wednesday. It is anticipated that students will wear their formal uniform 3 days a week, and their sport uniform 2 days.