



## OUR SCHOOL

### Sickness and Medication

If a student is feeling unwell they should notify their teacher, who will direct the student to the qualified First Aid Officer for assessment. If considered necessary, the Officer will contact parents or guardian.

Education Departmental guidelines do not permit administration of non-prescriptive oral medication.

If a student is required to take medication at school, students must supply written authority. To dispense medication the authority must provide the necessary medicine and dosage details. The medication will be kept securely by the First Aid Officer who will issue the medication.

### Leaving School Early

Being absent from the school grounds without permission is considered a serious breach of school rules.

We require a brief note from the parent/guardian for those occasions where a student must leave the school grounds. Before leaving, the student will be required to obtain permission from their teacher, following which the student must sign out at the Administration Office.

We do not allow our students to leave the school grounds to simply purchase their daily lunch.

### Buses

Many of our students travel by bus, via a direct route with established pick up and set down points.

This service is provided by a privately contracted business, thus commuting matters are beyond the direct authority of the school.

Queries and concerns about the service in the first instance should be directed to the service provider:  
Wells Wagons Bus Service Phone: 03 6452 2900

### Bikes

Helmets must be worn while riding to comply with State Laws. Helmets may be left in the cupboard outside the library.

### Skateboards/Scooters

We do not support the riding of skateboards or scooters within school grounds. Students may leave these at the storage racks on the western side of the library for collection at the end of the day.