



# Student Reception

Student Reception, on the lower Ground Floor of Nissi, is the activity and meeting point for:

- Late arrivals (after 8.25am) and early departures (before 3.00pm)
- Advice of absentee student
- Drop off and pick up of any personal device or valuable item, such as mobile phones
- First Aid attention, and safe-keeping of prescription medication
- Locks and Keys for lockers (secondary students only)
- Students handing in forms and assignments, when directed by a teacher
- Parents collecting children for appointments, or bringing forgotten items to school
- Safe-keeping of senior student car keys when students drive to school

## Updating Student Information

So that Student Reception can operate quickly and smoothly, we appreciate parents keeping student information constantly up to date.

Changes should be updated on Parent Lounge, by email or in person at the Admin Office or Student Reception:

- Parent Details
- Correspondence and Residential Addresses
- Telephone Numbers (including mobiles)
- Medical History
- Current Medication(s)
- Legal Guardianship
- Emergency Contacts
- Work telephone numbers of both parents
- Email addresses

## Attendance

College starts at 8:25am and ends at 3:00pm. If your child is unable to attend school for any reason, please remember to notify Student Reception by 9:30am on each day of absence. Emails regarding absences should be sent to [absentees@heights.qld.edu.au](mailto:absentees@heights.qld.edu.au) or alternatively text the school on 0416 905 257 (please remember to add your child's name and reason for absence to the text) or call the Absentee hotline on 4923 1820 (please leave a message if it is unanswered).

## Punctuality

- Students are expected to be on time for each lesson/activity.
- The first bell is at 8:20am, when students should line up outside their Pastoral Care classroom.
- Students arriving after 8:25am must sign in at Student Reception and take a Late Slip to their current lesson teacher. Students who arrive late to class without a late slip will not be accepted into class. When a student is consistently late, parents will be contacted.

## Leaving the College Grounds

- We strongly discourage student absences for any other than exceptional circumstances, due to a lack of continuity in learning.
- All students must have parental confirmation, either written or verbal (phone call to Student Reception) before they will be allowed to leave the College grounds.
- Should a student need to leave early, a teacher should communicate with Student Reception to confirm.
- All students are required to sign out at the Student Reception where evidence, either verbal confirmation or written permission, will need to be presented/confirmed.
- In addition, Senior students must also sign the early departure register.
- Students must sign back in at Student Reception when they return to College.

## Out of Bounds Areas

- Classrooms and MPC at breaks – unless specific permission is given, and a teacher is present to supervise.
- Staff Common Rooms
- The creek area, unless supervised by a teacher.
- Staff and student car parks.
- Both access roads from Carlton Street.
- Church carpark and grassed area in front of church.
- Church carpark and grassed area along access road in front of MPC.
- Outside the church/CYC

## Bicycles

Students who bring bicycles to College do so at their own risk. The College will take no responsibility for the supervision of bicycles or parts. Students are advised to:

- avoid fancy bike accessories that are easily removed
- make a note of their bike name and serial number
- chain and lock the bicycle to the racks
- report any suspicious people in the bike area.

Once students have entered the College grounds, they must walk their bikes to the racks. The bike racks are located at the end of the covered area of Nissi (near Student Reception) and are out of bounds during College hours.

## Lost Property

All lost property is kept in a lost property box outside Student Reception/Health Bay. This is easily accessible for students and parents to check regularly.

At the end of every term all lost property not claimed will be given to a charitable organisation. Remember, only named articles can be successfully returned.

## Mobile Devices, Personal Property and Valuables

Personal devices may not remain with students or in bags or lockers, and therefore mobile phones, cameras, tablets and other electronic devices, should not be brought to College. If it is necessary for these items to be brought to College, they must be switched off and left in the designated space at Student Reception upon arrival. Students must collect their own device only upon departure. Students take responsibility for their own belongings throughout the day. The College accepts no responsibility for lost property.

## Banned Items

The following are banned because of safety or health reasons:

- Aerosol cans
- Solvents
- Chewing gum
- Matches or lighters
- Cigarettes, e-cigarettes, vapes and other smoking devices
- Alcohol in any form
- Firearms, knives, weapons or replicas of any kind (as interpreted by the College)
- Fireworks
- Catapults, slingshots and pea shooters
- All Electronic Games, Cameras, recording devices and unregistered iPads
- Illicit Drugs
- Skateboards, inline skates, skate shoes, scooters
- Energy drinks
- Glass bottles