

Frequently Asked Questions

1. What if I'm away (sick)? Do I need to bring in a note and who do I give it to?

If you are away sick, you DO need to bring in a Leave Form signed by your parents/carer and hand it to the Administration staff. Leave forms must be completed within (7) days of any absence, whether full or part day. The Leave form is available on the college website in the "Current Students" section or can be obtained from Administration. If you are sick during assessment tasks an illness/misadventure form needs to be completed as soon as you return to the college with supporting medical documentation attached then submitted to Administration.

2. What if I know I'm going to be away for a family holiday during school time?

Extended Leave Travel – travel should be planned during school holidays. Family holidays are counted as an absence for statistical purposes. A *Certificate of Extended Leave Travel* may be issued by the Deputy Principal, if leave is for more than 10 school days, based on educational, social and participation reasons. Travel documentation must be attached to the application. If the application is accepted the absences will be recorded as Leave.

3. What do I do if I have an appointment during the day and therefore would have a partial absence, where do I sign out?

Students leaving the campus have to sign out at Administration and are required to fill in a Leave Form which their parents/guardian sign and return to Administration or a parent/guardian can phone Administration to explain the absence.

4. Which toilets can I use?

You can use any toilet facility you see upstairs or downstairs. There are no staff toilets or university or TAFE toilets as they are all for public use.

5. When and how do I get textbooks?

Textbooks will be issued during class time. If you miss that class, you may go any lunchtime to the Administration side window.

6. Are there lockers?

There are lockers available for students to hire. See Administration in week 2 to pay the hire fee.

7. Are there any internal spaces to hang out or study?

The cafeteria area which is situated on the lower ground floor of F Block has several microwaves, toaster, hot water and fridge for your convenience. It is your space so please look after it. The Library has group work study spaces which can be booked by students. There is also a Student Learning Centre which is open for students to use until 7pm.

8. Is there student financial assistance available?

Parents experiencing financial hardship can contact the Deputy Principal for support from the Student Assistance Scheme. A limited amount of assistance is available. All enquiries are treated in confidence and the application form is available from the Administration office.

9. Do we have to be on campus if we don't have a class?

Students can apply for a flexible timetable. Once approved and signed by parents, students need to arrive by their first period and may leave after their last period. Students are required to remain at the College at other times

10. How do we receive information about what is happening at the Senior College?

Daily Notices can be accessed from the Sentral Student Portal and are also emailed to your student email address daily. It is your responsibility to read these every day.

There are also compulsory mentor sessions scheduled throughout the year which start in D Theatre. All students MUST attend whether they have a class or not. Finally, there is the college website, Instagram and Facebook page. Most individual communication to students and parents will be by email or SMS.

11. Who do I go to if I have personal problems, study issues or just need advice?

All teachers at the Senior College look after and monitor the wellbeing of their students. Each teacher is there to help you feel as comfortable as possible in the schooling environment so you can achieve your potential. All students have been allocated a mentor at the beginning of Year 11 who is one of their class teachers. The mentor is usually the first person the student should go to if they have any questions or concerns regarding the college. A mentor can also be somebody you may notify if you have any wellbeing issues. There are many sources of help at the college, please see the Who Can I Speak To diagram & Where do I go? document on the college website.

Learning Support: There are Learning & Support Teachers if you are struggling to cope with the demands of the HSC. They can organise various methods of learning support and can also give you advice on disability provision applications.

Careers Advisor: Our careers advisor is located in upper F Block. If you need advice on subject selection, course requirements, school-based traineeships and post-school options, they will be more than happy to guide you in the right direction.

School Counsellor: Is located in upper F Block. You can book an appointment with the receptionist.

The Principal and Deputy Principal are always available for wellbeing issues. If you have very important information or deem the situation to be an emergency the Principal and Deputy Principal are always available and willing to spend time with you to ensure your mental health and education remain on the path that will ensure you reach your goals.

12. Between what hours is the library open?

Students have access to the CHEC library, a resource that is shared with students from Southern Cross University and TAFE. Throughout the year, the library is typically open Monday to Friday 8:00am-5:00pm.

13. Between what hours is Administration open?

The Administration office is open from 8.30am-4.00pm Monday to Thursday and 8:30am-1:30pm on Friday.

14. Where do we pay for excursions, formal etc?

All payments are made at Administration after week 2. Payments can be made in cash, cheque, EFTPOS or online <http://www.seniorcollege.com.au/> then click on Make a Payment and follow the prompts. You do not need a student number, just fill in the mandatory fields.

15. Where are bus pass forms and bus timetables available?

The bus applications are completed online. There are no longer any physical forms to complete. You will need to go to www.transportnsw.info/school-students to apply for a bus pass. The college will then endorse your application online and you will get an email confirming if you have been approved for travel. If so, the local bus company may send the travel pass to your school, or the bus company may contact you directly about travel arrangements.

16. What if my bus leaves the school earlier than 4pm?

You will need to go to the Administration office to collect a permission form which needs to be signed by a parent or guardian to be put on the early leavers list if you catch a bus before 4pm. The attendance records are altered accordingly. It is, however, the student's responsibility to catch up any work missed.

17. Who do we go to if we have a problem with our Wi-Fi?

The IT Help Desk is located in the Student Learning Centre below the library and can support you with your own devices.

18. Do we have to do sport in Year 11 and Year 12?

It is not compulsory but sport is offered and encouraged both inside school in a recreational and fun manner and through CHS competitions such as athletics and swimming where you can nominate and go directly to the zone level. All school sporting achievements will be acknowledged at the Year 11 and Year 12 presentation days.

19. What do I do if I feel sick?

Firstly, if you are in class then tell your teacher. If you are not in class students should report to Administration. If required, parents will be contacted and asked to collect their child. Students are not to leave the college if feeling unwell without reporting to Administration. If first aid is required go to Security Office.

20. Bring Your Own Device (BYOD)

We are a BYOD school. Students are required to bring their own device to access various online resources and the *Stile* learning management system. There will be sessions available to help you get connected on campus. <https://coffsharbs-h.schools.nsw.gov.au/current-students/byod.html>