

Where do I go / Who Do I speak to if...

A C A D E M I C	I have a subject specific question e.g. English or Maths	<ul style="list-style-type: none"> • Subject teacher or Head Teacher. • Learning & Support Teacher
	I need help with organising myself e.g. study timetable, prioritising.	<ul style="list-style-type: none"> • Your Mentor • Learning & Support Teacher
	I think I might need/qualify for disability provisions I previously had disability provisions	<ul style="list-style-type: none"> • Learning & Support Teacher
	I would like subject advice I'm not sure if I am in the right subject/s	<ul style="list-style-type: none"> • Careers Advisor • Subject Teacher or Head Teacher
	I would like to change my subjects (note: there are limits to when this can occur)	<ul style="list-style-type: none"> • Administration for a change of subject form (parents and HT need to sign)
	I would like to apply for university early entry/scholarship	<ul style="list-style-type: none"> • Careers Advisor
	I am doing a Distance Education Subject	<ul style="list-style-type: none"> • Librarian
	I need advice about TAFE courses	<ul style="list-style-type: none"> • Careers Advisor
	I will be/was away for an Assessment Task I will be/was away for an Exam	<ul style="list-style-type: none"> • Administration for Illness Misadventure form
	I have received a Welfare/Warning Letter	<ul style="list-style-type: none"> • Subject teacher or Head Teacher • Learning and Support Teacher
W E L L B E I N G	I feel stressed, anxious or depressed	<ul style="list-style-type: none"> • Counsellor • Year Advisor • Mentor (who can refer) • Student Support Officer
	I am having issues with other students at the college	<ul style="list-style-type: none"> • Year Advisor / Mentor (who can refer) • Deputy Principal
	I have something serious I need to report	<ul style="list-style-type: none"> • Deputy Principal or Principal
	I am having issues outside of school (work, family etc.)	<ul style="list-style-type: none"> • Counsellor • Mentor (who can refer) • Student Support Officer
	I am hurt/injured, or another student is hurt/injured Someone requires first aid	<ul style="list-style-type: none"> • Security (first option) • Any teacher nearby
	I am feeling sick (in class time) I am feeling sick (not in class but at school)	<ul style="list-style-type: none"> • Class teacher (then Administration) • Administration
	I am feeling unmotivated or a bit lost I am not sure what help I need	<ul style="list-style-type: none"> • Mentor (who can refer) • Student Support Officer
	I would like to be involved in leadership or school events	<ul style="list-style-type: none"> • Student Representative Council (SRC) meets in A.1.27 every Monday 1:10pm
A D M I N I S T R A T I V E	I need technology help (except for Stile) e.g. login, Wi-Fi	<ul style="list-style-type: none"> • IT Help Desk at Student Learning Centre
	I need help with Stile e.g. joining a class, submitting work	<ul style="list-style-type: none"> • Class Teacher for that subject • Technology Coordinator
	I have lost property e.g. phone, laptop, jumper	<ul style="list-style-type: none"> • Security
	I have to pay for a school event Payment - School Bytes - Coffs Harbour Senior College (nsw.gov.au)	<ul style="list-style-type: none"> • Administration or online
	I need a bus pass. https://apps.transport.nsw.gov.au/ssts/#/	<ul style="list-style-type: none"> • Online
	I have changed my address/contact details https://coffsharbs-h.schools.nsw.gov.au/current-students.html	<ul style="list-style-type: none"> • Administration or online •
	I have been away sick	<ul style="list-style-type: none"> • Administration – hand in leave form signed by parent/guardian
	I am going on extended leave (more than 10 days)	<ul style="list-style-type: none"> • Deputy Principal • All class teachers