

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