STUDENT SERVICES
Student Welfare, Pastoral Care, Student Administration, the Youth Worker and Aboriginal and Torres Strait Islander (ATSI) Education Officer are located in Room A3. Student Wellbeing Centre is located lower level of the 3 storey building.

Student Welfare, Pastoral Care 62055588
Student Administration 62055576
Youth Worker and ATSI Education Officer 62055300
The Health Nurse is present every Thursday and Friday 62055455

Email: student.welfare@telopea.act.edu.au

Online student absence form.

ID Cards
All students will be issued an ID card. An ID card is required to borrow books from the Library and gain concession passes on public transport.

Computer Access
Computer access is available to all students. Students who misuse their computer access may be denied access for a specific period and parents will be contacted to discuss the student’s inappropriate use of technology.

School Attendance
All students are required to attend school every day for the whole day. The attendance roll is taken every morning at 8.45 - 8.55am in Pastoral Group. The class roll is taken at the beginning of every class by the class teacher. Student absences must be notified on the day by phone and explained by the parent/carer with a note, or email to Student Administration within 5 working days. Parents who have agreed to SMS or Email notification will be sent a message by 11.00am if their child is absent without a reason. All absences are shown on the student ‘Absence record’. This record is sent home to parents/carers with Semester 1 and 2 reports and Mid semester; Terms 1 and 3 reports. Unexplained absences during the day will be marked as truancy and will result in further consequences.

Punctuality
Students who arrive after 8.55am must report to Student Administration, Room A3. A note or email from a parent/carer explaining the lateness must be supplied to Student Administration within 5 working days.
**Signing Out**

Students must have permission, in writing, from their parent/carer to leave the school during the school day to attend an appointment. The note must be taken to Student Administration, Room A3 before school, recess or lunchtime to obtain a leave pass. Students must leave with a parent/carer via at the Front Office.

**Class Exit Pass**

To leave a class the student must be given an ‘Exit pass’ (green) from their class teacher.