

# Questions Frequently Asked by Students

I am late to school	Report to the Corner Office until 9am, or Front Office after this, with a note from home, to have your name marked off the absentee list. You will be given a late note to admit you to class. Students MUST provide a signed note from parent / carer to the corner office during roll call the next day. Otherwise Lunchtime detentions will apply.
I am feeling sick	Get your teacher to sign your diary and go to the Front Office. The office will contact your parent/ carer. There is no need to contact them directly.
I lose something	All items found are handed into the Front Office. If you know where you left the item your classroom teacher may be able to help you.
Emergency siren	This means that an evacuation procedure is under way. Listen to the instructions of your teacher and make your way quickly and quietly to the evacuation area. Evacuation procedure notices are placed around the school.
I get lost	If you are not sure, ask your teacher at the end of each lesson during your first couple of weeks where you need to go next. If you are lost any teacher will help you find your way around the school. Carry your timetable with you.
I forget my timetable	You can get timetable via the Student Portal link on JSCHS website – or you can look it up on the computer in the corner office.
I am absent from school	If you are going to be absent, get your Parent/Carer to ring the school. Bring a note on the first day back and give it to your roll call teacher or your parent/carer can access the parent portal and explain your absence. Ask your teachers about any work missed while you have been away.
I catch the bus home	You need to have a bus pass, which is organised online by your Parent/Carer. Wait in the bus bay for your bus and take directions from the teacher on duty.
I lost my bus pass	You need to tell the bus driver or contact the bus company. Replacement passes may be obtained by contacting the bus company.
I want to order my lunch	You can order your lunch at the canteen before school or at recess.
I am the runner	Year 8 students are chosen for runner duty. You will be informed in advance when it is your turn – and a roster is in the Corner office. Report to the Corner Office after roll call. You must catch up on any work missed. Correct school uniform must be worn as on any other school day.
I need to pay for an excursion	Bring your permission note and payment as per the instructions on the note – to the Front Office.
I am not in correct uniform	Bring a note from your parent/carer explaining the situation. Hand your note to the Year Coordinator. It is an expectation that the situation be rectified in a very short time frame.
I am being bullied or picked on	Talk to one of your class teachers or your Year Coordinator about the problem or you may also see the Counsellor or Student Wellbeing Coordinator.
I am late for class	You are given a reasonable amount of time to get to class but if you are delayed in a previous class or by another teacher, obtain a note from this teacher to give the reason for you being late.
I want to go to the toilet during class	You should try to visit the toilet in the regular breaks but if it cannot be avoided put your hand up and ask your class teacher. Most class teachers do not like students leaving class to go to the toilet but will allow it in an emergency. You will need to have your diary signed by your teacher and carry it with you.
I am sent from class to collect equipment	Please ask your teacher to note in your diary explaining what you are required to collect and take your diary with you.
I am given a detention in class	Report to the place of detention as was indicated by your class teacher at time requested.
I need to leave school for an appointment during the day	Bring a note from your Parent/Carer and give it to your Year Coordinator after you have your name marked off in roll call. Your Year Coordinator will give you a leave pass which you must bring to the Front Office to sign out before you leave the school to go to your appointment.
I have a password problem	Contact the IT department.