ATTENDANCE
A satisfactory result in all VCE units requires satisfactory achievement of learning outcomes and satisfactory attendance (i.e. 95% minimum - see the 2016 Senior School VCE Handbook for details – on college website). Therefore it is the responsibility of students and parents/guardians to ensure attendance at all classes and to present an explanation for any absence(s). A telephone call to the college by 10.00am (98036811) - followed up by a medical certificate - is the most appropriate way to advise an absence.

In the event of a teacher’s absence, students are expected to remain at school for the duration of the school day. Every attempt will be made to cover classes where a teacher is absent. In the event that this is not possible, students will be directed to the library where they will be required to sign in and complete private study.

All students are expected to remain on the college grounds from 8.40am until 3.00pm.

LEAVING COLLEGE GROUNDS FOR APPOINTMENTS
Where possible doctor, dental and other appointments should be made after school hours. If students need to leave school during the day, a note must be presented to their Year Level Coordinator at the beginning of the day. Students are then issued a pass which must be presented at the general office when signing out in order to be authorised to leave.

UNIFORM
Students are required to be in full school uniform at all times, including to and from school. Unless there are valid reasons for a student being out of school uniform which is supported by a note from their parent/guardian, the student will be sent home to change. Alternatively, the college has a supply of secondhand uniforms and students may be expected to wear these to comply with the uniform regulations.

Students who are sent home to change will be considered to be absent from class, which may affect the 95% attendance requirement.

Jewellery is not to be worn apart from a watch and, for students with pierced ears, a pair of simple studs or sleepers in the ear lobes only are acceptable. No earrings or studs of any kind are to be worn in the nose, eyebrow or any other part of the anatomy—even if it is a clear earring or covered with a band aid. Any variations to this rule, based on cultural and/or religious grounds must be requested, in writing, with accompanying documentation and will be determined by the Campus Principal.

Footwear: Black leather with black stitching and plain black laces (not T-Bar, suede, boots or runner styles). Heel height is to be no more than 2cm. Black sports shoes are not regarded as acceptable footwear and must not be worn by students. Under no circumstances will students be permitted to participate in workshop or practical classes without correct school shoes, even on a casual dress day or with a uniform pass.

Hair should be kept neat and tidy and one colour. Coloured hair should be as natural as possible.

Make-up and coloured nail polish must not be worn.

MOBILE PHONES
Students are not to use mobile phones at school. The use of mobile phones, which includes cameras, has in the past raised privacy issues.

Mobile phones should be switched off while in a student's possession. During class work and SACs, any sign of a mobile phone will be regarded as a breach of VCE procedures as it raises the question of communication and authenticity. In VCE external exams mobile phones are strictly forbidden. Students who need to make a phone call or need to contact parents should use the college’s landline. While students may need to carry a mobile phone for contact on the way to or from school, they bring their phone to school at their own risk. As a locker is not a safe place for such a valuable item, students may need to keep their phone with them at all times – however it must be switched off.

Students who are found using a mobile phone in classrooms, change rooms or toilets may incur a suspension.