

St Gabriel's RC High School

What do I do if?



I am absent?

If you are absent from school for any reason, your parents must telephone school to inform the school office the reason for your absence on the first day you are absent. If not, the office will phone your parents to find out why you are absent.

You must bring a note from your parents on the day you return to school.

You should give it to your form tutor at morning registration.

Please ask your parents to date the letter.

Your parents can write the note in your homework planner if that is easier.

If your parents have phoned school to explain your absence ask them to note that in your homework planner.

I am late?

If you are late for school in the morning you must enter school through the front door and give your name to the receptionist. You will be expected to attend detention that evening. Your parents will be notified by a text message using our 'Schoolcomms' messaging service.

If I have an appointment at the doctor's/dentist/
orthodontist or hospital?

If your appointment is early in the morning, please bring a note from home the day before, so that your form tutor is aware that you are going to be late.

If your appointment is during the school day then you should bring your appointment card/letter to school. This needs signing by your form tutor and your head of year. Just before you are due to leave school show the letter to your subject teacher, then go to reception and show the receptionist your signed card/letter. The receptionist will issue you with an authorised absence pass. If you return to school after your appointment, go to reception and sign back in.

If you forget to bring your note/card, see reception and they will ring your parents.





What if I lose something?

Firstly take care of your own belongings.

Make sure you have your name in as many items as possible. This will allow items to be returned promptly.

If you do lose something, then report it as soon as possible after checking that you haven't left it somewhere!

You may have left it at home, on the bus, in the playground or in your last classroom!

If property is left on the bus please ask your parents to contact the bus company directly when you get home.

Telephone numbers are available from reception.

If you are unable to find your property, after checking yourself, inform your form tutor or your head of year. If you have lost games kit see a member of the PE

department.

You can also check at reception.

What do I do if I feel ill/sick whilst at school?

The school offers first aid during morning break and lunch break. This is provided by the first aider next to the school office.

However please be aware that first aid is provided for injuries that occur whilst in school or on the way to school, and illnesses occurring in school for example vomiting, stomach upsets etc.

Headaches can be self treated by drinking lots of fluids and getting some fresh air.

Legally the first aider cannot provide any form of medication

except when pre-arranged in writing by parents and if it is provided by your parents in advance.

Parents will be contacted if it is

appropriate to do so. Pupils should not use their mobile phone to

contact their parents as this often causes unnecessary panic.

Should I bring a mobile phone or other electrical devices?

These devices should be left at home. However if your parents insist on you having your mobile phone for use out of school then please remember your mobile phone should be switched off when entering the school premises and should never be used during the school day for any of its functions.

If you need to contact your parents this can be done at Reception or through the school office or by one of your teachers.

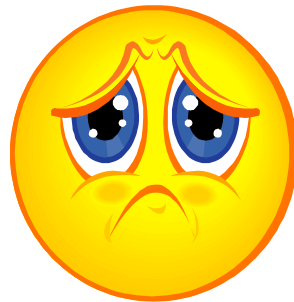
What do I do if I have no dinner?

If you have forgotten your money or lunch box then speak to your form tutor who will advise you what to do next.

What do I do if I have any problems with the lunch cash machine?

The only person who can deal with the lunch cash machine is the kitchen supervisor in the canteen.

Do not go to your form tutor or the school office.



What if I am worried or upset about something?

If you have a problem then you should tell someone about it.

You may speak to your form teacher or any teacher that you feel confident about speaking to.

You may also speak to your peer mentor.

Whatever you do

DO NOT SUFFER IN SILENCE

