



Avila College

STUDENT GENERAL INFORMATION

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Attendance

When a student is absent a parent/guardian needs to ring the school by 10.00am on the Student Absentee line 9831 9696. On return to school, the student must submit a written explanation and acknowledgement of absence from her parent/guardian to her Homeroom Teacher. Whilst appointments during the school day should be kept to a minimum, written permission to leave the College must be provided on the day and handed to the student's Homeroom Teacher. She will then be supplied with an Early Leave Pass, which she must hand into the General Office when she signs out. Students are responsible for being proactive in catching up on missed work. Significant concerns around absence and/or health should be addressed to the Homeroom Teacher/Year Level Co-ordinator.

LILO Program (Late In / Late Out)

Students who come late to school must sign in at the General Office and have a valid reason supported by a note from a parent/guardian. If students arrive late to school without a suitable note they will make up the time they arrived late to school at lunchtime on the same day under supervision of a staff member at 'Catch-up Corner'.

Students who do not attend LILO are placed on the LILO register for the next day. If they do not attend 'make-up' LILO they will be placed on Avila Reconnect.

Chronic lateness impacts on student learning, interrupts classes and is not a good habit to take into the workforce.

Communication

A link to Avila News is emailed every fortnight to students and parent/guardian. It gives some news of the College and lists of the dates of events for the coming fortnight.

If you have any queries or wish to discuss any aspects of your daughter's education, please contact your daughter's Subject Teacher, Homeroom Teacher or Year Level Co-ordinator and they will be happy to speak to you. Staff find that email is the most convenient form of communication but phone calls are also welcome. Should it be necessary to proceed any further the Year Level Co-ordinator will then liaise with the necessary members of staff.

Vital forums for communication include year level specific Parent Information Evenings and the Parent Student Teacher Meetings which are held twice a year.

The Avila website has current information that is useful, as does the SIMON Intranet to which each student has access.

Counselling

The College has a team of qualified counsellors who provide a service to students and parent/guardian. In some cases, teachers will refer students to the counsellor for support. However, we also endeavour to provide a relaxed service where students are free to make appointments with the counselling team when they wish.

If students want to talk about something that may be worrying them, they are encouraged to make an appointment with the College Counsellors. Counselling allows students to talk openly and help to clarify how they are feeling. It can show students ways to set goals for themselves and how to achieve them. Counselling encourages students to feel hopeful and teaches strategies that may help them to better cope with life's challenges.

Asking for help is a practical and healthy way to deal with concerns as it allows students to better understand themselves and gives skills that can be used throughout ones life.

Excursions

Excursions are curriculum based and are used to enhance the topics studied. Full College uniform should be worn unless otherwise specified. If it is necessary to take a bag it needs to be the Avila excursion bag. Students will not be allowed to attend unless permission is given by the parent/guardian via CareMonkey.

Health Centre

The Health Centre is a place where students can have temporary rest when they are injured or are ill. It is located in the Old Junior School. If a student continues to be unwell, her parent/guardian will be contacted so that the student can go home. It is not appropriate that the student spend a long time in the Health Centre.

The Health Centre is open from 8.00am until 4.05pm each day. If the school Nurse/attendant is not in the Health Centre, a note will be left on the door instructing students where to go for help. If problems occur at other times, students should go to the General Office and assistance will be organised.

No medication will be available to a student unless special arrangements have been made with the school Nurse. First aid, including calling for an ambulance, is at the discretion of staff in-conjunction with the school Nurse. Parent/Guardian are advised to have ambulance cover.

VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
August 2019	21 August 2019	Minor
January 2020	January 2020	Minor (format)

Document approved by Principal	
Next Review Date	August 2020
Person/s Responsible	Deputy Principal Student Wellbeing Principal
Related Documents	
References	