

Swipe Card Instructions

Years 7 – 10

SCHOOL COMMENCES AT 8.45AM.

Rolls are marked promptly and returned to the office. If you arrive after 8.45am you must get a late note from the front office otherwise you are marked absent for the whole day and a truancy call will go out to your parents.

YOU MUST HAVE YOUR LIBRARY CARD WITH YOU EVERYDAY.

1. Swipe your library card through the reader as per picture (barcode at the bottom and photo facing away from you so you can see the magnetic strip). The reader will beep once if it has read your card and your details will appear on the screen.
2. If you are **late without** a note carefully **press 2** on the number pad and **then press ENTER**. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. **You must return this signed slip to the office.**
3. If you are **late with a note** carefully **press 1** and **ENTER** then **WAIT** for authorisation by someone in the office. A receipt will be printed and you take this to class.

DON'T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

Swipe Card Instructions

Year 11

1. Swipe your library card through the reader as per picture (barcode at the bottom and photo facing away from you so you can see the magnetic strip). The reader will beep once if it has read your card and your details will appear on the screen.
2. If you are **late without** a note carefully **press 2** on the number pad and **then press ENTER**. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. **You must return this signed slip to the office.**
3. If you are **late with a note** carefully **press 1** and **ENTER** then **WAIT** for authorisation by someone in the office. A receipt will be printed and you take this to class.
4. **You are required to stay at school at all times unless you have an authorised Early Leave Pass or you have a free during period 4 and have approval from a deputy to leave.**

**ALL REQUESTS FOR EARLY LEAVE PASSES MUST BE IN THE EARLY LEAVERS BOX BEFORE SCHOOL.
THE BOX IS LOCATED AT THE FIRST WINDOW OF THE OFFICE.**

THERE SHOULD BE NO STUDENTS IN WESTFIELDS AFTER 8.30am.

Swipe Card Instructions

Year 12

1. Swipe your library card through the reader as per picture (barcode at the bottom and photo facing away from you so you can see the magnetic strip). The reader will beep once if it has read your card and your details will appear on the screen.
2. If you are **late without** a note carefully **press 2** on the number pad and **then press ENTER**. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. You must return this signed slip to the office. **This includes being late for Period 2, 3 or 4 but you must notify office staff so we can over ride the time.**
3. If you are **late with a note** carefully **press 1** and **ENTER** then **WAIT** for authorisation by someone in the office. A receipt will be printed and you take this to class. **This includes being late for Period 2, 3 or 4 but you must notify office staff so we can over ride the time.**
4. If you have a free period and not required to attend roll call and are signing into school press **88** and **ENTER** and take your receipt. You must sign in at least 5 mins before your next class otherwise the system will not accept it and you will be marked as late.
5. If you have a **free period during the day** and are leaving the school but **will be returning** for another lesson **press 5** and **ENTER**. Take your receipt and keep it with you. When you return to school press **5** again and **ENTER**. **If you are out of the school grounds and do not have a pass from the front office you can be made to return to school**
6. If you have finished all lessons and are going home early press **99** and **ENTER**. Take your receipt and keep it with you until you get home.

ALL YEAR 12 STUDENTS MUST ATTEND ASSEMBLY

YOU MUST HAVE YOUR LIBRARY CARD WITH YOU EVERYDAY.

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To All Students and Parents:

If you catch the school special and it is late you must still press 2 and your parents must write the bus number on the slip, sign it and return it to school. Once we have verified that you do catch the school special we will adjust the records.

We also ask that parents please contact the bus depot to report the late buses.

Phone 131 500 or write to

STA Complaints

219 – 241 Cleveland St

Strawberry Hills 2010