

# ST PHILIP'S COLLEGE

## USEFUL INFORMATION

College hours are 8:00am to 4:00pm



RECEPTION:	8950 4511 8:00am to 4:00pm
STUDENT ACCESS:	8950 4573 8:00am to 3:30pm
MEDICAL CENTRE:	8950 4567 7:30am to 3:15pm
LIBRARY:	8950 4576 (MON-THU) 8:00am to 6:30pm (FRI) 8:00am to 5:30pm
UNIFORM SHOP:	8950 4560 (MON-WED-FRI) 1:00pm to 3:30pm (TUE-THU) 1:30pm to 2:00pm
REGISTRAR:	8950 4501 8:00am to 4:30pm
ACCOUNTS:	8950 4525 8:00am to 4:30pm
PR/MARKETING:	8950 4561 8:00am to 4:30pm

(CARNIVAL DAYS) CLOSED

\* PLEASE NOTE: ATTENDANCE AT ALL CARNIVAL DAYS IS COMPULSORY \*

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### STUDENT ACCESS:

(Staffed by Mrs Moogie Curtis & Ms Cathy Weightman)

Procedures are as follows:

**Student Illness:** call by 8.30am (please use voicemail if unattended)

**Known Absences:** e.g. sporting trips, holidays, surgery – (please notify Student Access as soon as possible)

**Sign-in Procedure:** if student arrives later than 8.20am they must sign-in at Student Access (explanatory note in diary is necessary)

**Sign-out Procedure:** if student leaves before 3:00pm they must sign-out at Student Access (explanatory note in diary is necessary)

**Family Details:** please notify Student Access or the Registrar ASAP if any of your contact details change (especially your work phone number and email address)

### MEDICAL CENTRE:

(Staffed by Mrs Jo Robertson & Ms Bron Grieve)

Procedures are as follows:

- a teacher must write a note in the student's diary to be excused from lesson, recess and lunch time
- student must then go to the Medical Centre
- the Medical Centre Nurse will decide if the student is to go home and will telephone the parents who will pick up the student from the Medical Centre
- the Medical Centre Nurse will telephone Student Access to advise that the student is going home
- **students are not to telephone parents on their mobiles and ask to be picked up directly from their classroom**

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### OTHER:

Procedures are as follows:

#### **Mobile Phones:**

- are allowed, but **must be** switched off at all times during the day. Misuse will result in confiscation and parents will be required to collect the phone on the next school day from the Deputy Headmaster's Office.

#### **Lost Property:**

- can be collected from the Uniform Shop during shop opening hours.
- please ensure all uniform items and books are clearly marked.

#### **Sports Carnivals:**

- attendance is compulsory

#### **Large sums of money:**

- can be looked after at Student Access or the Deputy Headmaster's office
- do not leave money in bags or unsecured lockers