

Frequently Asked Questions

What if I'm late for school (after 8:30 am)?

-Report to the nurse to check in and get a late slip before going to classes or you will be marked absent.

What if I have been absent for one day?

-Absence from school at any time requires a note or email from a parent or guardian explaining the reason. Deliver this note to your Learning Advisor as soon as you return to school. It is your responsibility to collect the work that you have missed from all of your teachers and to complete it within an agreed-upon time.

What if I am going to be absent?

Have your parent or guardian send an email or bring a note from your parent or guardian saying why, when and for how long you will be absent. Send email or note to your Learning Advisor as far in advance as possible. It is your responsibility to collect the work that you will miss from all of your teachers and to complete it within an agreed-upon time.

What if I need to leave campus?

For the safety of our students, Secondary students with permission in advance from their parents may leave campus for appointments once the student has followed the proper procedure for leaving the campus. Leaving the campus without permission will result in disciplinary action. The nurse can contact your parents to take you home due to illness/medical reason.

What if I need to leave campus for a school or community event?

Get prior written permission from the appropriate Director of Section.

What if I need to leave campus for a family emergency?

Get permission from the Vice Principal or Director of Section.

What if I need to use a telephone?

Get permission from a teacher, secretary or administrator (the school's telephones are to be used only in emergencies or critical situations). Cell phones and electronic devices must not be used or in sight between 8:15 am and 3:10 pm unless permission is given by a teacher; if such an item is seen during the school day it can be confiscated and will have to be picked up from the office by a parent.

What if I do not feel well?

Get permission from your teacher and/or Head of Section to go and see the nurse.

What if I cannot attend PE classes for medical reasons?

Deliver a note from your parent, guardian or doctor explaining the reason to your PE teacher.

What if I need to take medicine during the school day?

All medications, prescription or otherwise, must be administered by the school nurse. A note from your parent or guardian must accompany all medications, which are to be given to the nurse when you arrive at school.

What if I see someone else doing something wrong?

Report it immediately to a teacher or the nearest responsible adult or prefect. Be a part of the solution and not a silent bystander.

What if I am having a personal or academic problem?

All of our teachers care about you and are willing to talk to you and help. This is something to bring up with your Learning Advisor in one-to-one discussion time. If you have a problem with which they cannot

deal, they may refer you to your guidance counsellor or a member of the administration.

What if I would like to drive a car to school?

A letter is available from the Secondary office which itemises requirements, including driver's license and insurance documents, to request permission. Students not meeting the requirements may not drive or park on campus. Students who receive such permission will be required to leave their car keys in the Secondary office between 8:15 am and 3:10 pm each day. Students must park in the designated student parking area. In the interests of security for all, students other than those in Grade 12 may not leave the campus during the day, except for appointments and with parental permission/ pickup. Grade 12 students may leave at lunchtime provided they have signed out at the front office and show the slip they are given to security at the gate.

What if I wish to drop or add a class? (Grades 9 & 11 only)

Adds and drops may occur, without penalty, only during the first three weeks of school. Students must use the appropriate form for this. If you wish to drop a course after this point, requests for changes in course selection should be made in writing, listing a full rationale and should be accompanied by the signature of your parent or guardian. The request will be reviewed by the relevant Head of Faculty and the Secondary Leadership Team (SLT) for final approval.

What if I have a friend who wishes to visit school?

You should ask your parent/guardian to contact the divisional head in writing with a minimum of one day advance notice for their approval. If approved, student visits are limited and only take place during break/lunch time. All visiting students should report to the office at time of arrival.