

BELL TIMES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Homeroom	8:30-8:50	8:30-8:50			8:30-8:50
P1	8:50-9:50	8:50-9:50	8:30-9:25	8:30-9:30	8:50-9:50
P2	9:50-10:50	9:50-10:50	9:25-10:20	9:30-10:30	9:50-10:50
Recess	10:50-11:20	10:50-11:20	10:20-10:50	10:30-11:00	10:50-11:20
P3	11:20-12:20	11:20-12:20	10:50-11:45	11:00-12:00	11:20-12:20
P4	12:20-1:20	12:20-1:20	11:45-12:40	12:00-1:00	12:20-1:20
Lunch	1:20-1:50	1:20-1:50	12:40-1:10	1:00-1:30	1:20-1:50
P5	1:50-2:50	1:50-2:50	1:10-2:00	1:30-2:30	1:50-2:50
P6			2:00-2:50		

PROCEDURES TO FOLLOW AT CRESTWOOD HIGH SCHOOL

STUDENT ABSENCES

In NSW all children between the ages of 6 years and 17 years are legally required to attend school or attend approved education or training. Parents have a responsibility to make sure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- Being sick or having an infectious disease
- Having an unavoidable medical appointment
- Being required to attend a recognised religious ceremony
- Exceptional or urgent family circumstances e.g. attending a funeral

Parents are encouraged to plan family holidays with their children during school vacation periods.

Family holidays during term time are regarded as explained but unjustified leave.

Student Absences can be advised by:

- Responding to the text message or email sent when your child is absent
- Phoning the school on (02) 9639 7422, extension 200 and leaving a message detailing your name and contact number, the name of your student and their year, the date of absence and the reason for their absence
- Emailing details of the absence to crestwood-h.school@det.nsw.edu.au
- Writing a note and handing it into the Student Services window
- Using the parent portal on Sentral

Parents must provide an explanation to the school within 7 days of the first day of any absence period. If your child is absent for more than 3 days, they need to supply a letter signed by their parent/caregiver upon their return.

Travel

Attendance at school for every student is essential if students are to achieve their potential and increase their careers and life options. Parents are encouraged to plan family holidays with their children during school vacation periods. **Travel outside of vacation periods is counted as an absence and will not be approved.** It is strongly recommended that should family travel be necessary during the term that parents seek advice from the school regarding scheduled assessment tasks **prior** to booking travel. Assessment booklets are issued at the beginning of the course and exam periods are visible in the Sentral calendar from the end of the previous year.

Any student taking leave for a holiday when an assessment task is scheduled will not have the task re-scheduled at an alternative time. This will result in zero for that particular assessment task. Please contact the school if you need further clarification regarding this policy.

Exemption from Attendance at School

This applies to students at compulsory school age who are enrolled at school where an exemption is sought from the legal requirement to attend school. Certificates of Exemption from compulsory education requirements of the Act may be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests. Reasons for exemption include:

- Exceptional circumstances
- Employment in the entertainment industry
- Elite sport event
- Elite arts program

To gain approval for a school exemption an **Application for Exemption from Attendance at School** must be completed prior to the intended leave being taken and returned to the school as soon as possible. If the exemption is approved by the Principal the parents will be issued with a **Certificate of Exemption**.

LATENESS TO SCHOOL

Regular attendance at Crestwood High School is important for students to reach their potential. Students should endeavour to be at school on time, every day.

School starts at 8.30 am and students are responsible for having their name marked off in their Home Room class. If a student is late to school, the school is required to record the reason for the lateness.

If the student arrives to school after the morning bell:

1. Report to the Student Services window before 9.00 am or reception after 9.00 am
2. Receive a late slip
3. Show their late slip to the classroom teacher on arriving to class.

Students who do not have a valid reason to be late or are persistently late will be given a lunch detention.

REQUEST FOR EARLY LEAVERS

Requests for leave during school hours are discouraged and should only be made when absolutely necessary.

Students who, through unavoidable circumstances, wish to leave school early are to present a note to the Deputy Principal **before the morning bell**.

Students must then take the note, which has been signed by the Deputy Principal, to the Student Services window to be issued with an Early Leaver slip.

Notes should include:

- the date the note was written
- the student's full name, home group and parental contact number
- the reason for the early leave request e.g. in the case of a medical appointment which cannot be scheduled for any other time. The note should show the name and telephone number of the medical practitioner who is being consulted.

ALL NOTES MUST BE WRITTEN AND SIGNED BY THE PARENT OR CAREGIVER.

PARENTS MUST PRODUCE IDENTIFICATION WHEN COLLECTING THEIR CHILD FROM SCHOOL AT ANY TIME. (e.g. SICK BAY, EARLY LEAVER)

Under no circumstances should a student leave the school grounds during school hours without an approved pass.

If there are any enquiries or concerns please contact the school on 9639 7422.

WEARING OUR UNIFORM

Crestwood High School has a strict school uniform policy that has been endorsed by the P&C. We expect our students to wear full uniform with pride. All students may wear their proper sports uniform on Wednesdays (for sport). Students must bring their black school shoes if there is a timetabled TAS or Science class on a Wednesday.

For PE classes students must wear their full school uniform to school and then change into PE uniform at the beginning of each PE lesson and must change back into their school uniform at the end of the lesson.

GIRLS UNIFORM	BOYS UNIFORM
Buttoned over blouse with school crest Year 7 - 10: blue Years 11 – 12: white Navy woollen jumper with school crest Pleated Skirt – Tartan Pants – Navy Shoes – Black leather, enclosed Short White socks (without logo or markings) worn above the ankle/black stockings (no anklet socks will be allowed)	Buttoned shirt with school crest Year 7 - 10: blue Years 11 – 12: white Navy woollen jumper with school crest Pants or shorts – Navy Shoes – Black leather, enclosed Short White socks (without logo or markings) worn above the ankle/black stockings (no anklet socks will be allowed)
<p><u>SPORTS UNIFORM:</u></p> <p>School sports shirt – Sky blue, navy and white with house colour on the collar</p> <p>School sports shorts – Navy with white and sky-blue trim</p> <p>Tracksuit CHS Blue jacket and CHS track pants</p>	<p>School sports shirt – Sky blue, navy, and white with house colour on the collar</p> <p>School sports shorts – Navy with white and sky-blue trim</p> <p>Tracksuit CHS sports jacket and CHS track pants</p>
<p><u>OPTIONAL ITEMS:</u></p> <p>TAS Apron: white or navy</p> <p>School blazer – Maroon with school crest</p> <p>Navy tie with school crest</p> <p>Navy/maroon scarf with school crest</p> <p>Navy ‘Flexiseam’ cap</p>	<p>School blazer – Maroon with school crest</p> <p>Navy tie with school crest</p> <p>Navy/maroon scarf with school crest</p> <p>Navy ‘Flexiseam’ cap</p>

All items of uniform are available from the school uniform shop, except for black leather shoes. Our uniform shop is open every Thursday from 7.30am until 11am.

Please give your son/daughter a note should it be necessary for them to wear non-uniform items to school on a particular day. Students who are out of uniform without a note will receive a red slip indicating lunch detention. Failure to attend may result in an after-school detention.