YEARS 7 – 10
SCHOOL COMMENCES AT 8:45 AM.
Rolls are marked promptly and returned to the office. If you arrive after 8:45 am 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.

1. Swipe your swipe 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.

YOU MUST HAVE YOUR SWIPE CARD WITH YOU EVERY DAY.
DON’T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

YEAR 11
SCHOOL COMMENCES AT 8:45 AM.
Rolls are marked promptly and returned to the office. If you arrive after 8:45 am 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.

1. Swipe your swipe 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. If you have a free during period 4 and have approval from a deputy to leave, press 99 and ENTER. Take your receipt and keep it with you until you get home.

YOU MUST HAVE YOUR SWIPE CARD WITH YOU EVERY DAY.
DON’T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.
YEAR 12

1. Swipe your swipe 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. If you are not late and are signing into school press 88 and ENTER and take your receipt.

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 SWIPE CARD WITH YOU EVERY DAY.
DON’T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

All Students Please Note:

REQUESTS FOR EARLY LEAVE PASSES MUST BE PLACED IN THE ‘EARLY LEAVERS BOX’ AT THE FRONT OFFICE BEFORE SCHOOL. Make sure note from home contains your full name, year, date and time of leaving school. Collect pass from front office before you leave.

THERE SHOULD BE NO STUDENTS IN WESTFIELDS AFTER 8:30 AM.

Re: Late School Buses

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 NSW 2010