Burwood Girls High School – Swipe Card Instructions

SWIPE CARD INSTRUCTIONS, 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 an SMS will go out to your parents.

YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.

1. Swipe your ID card through the reader (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 1 and then press 2 on the number pad. 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 then press 1 again and 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. – 3. As above.

4. If you don’t have a lesson during period 1 you must still be at school at 8:45 am for Roll Call. You are required to stay at school at all times, unless: (A) you have an authorised Early Leave Pass or (B) you have a free during period 4 and have presented written permission from a parent to the Deputy Principal for authorisation to leave on days with a free period 4, then you may swipe out by pressing 9.

5. If you are leaving to attend TAFE, press 0.
SWIPE CARD INSTRUCTIONS, YEAR 12

1. As above.

2. If you are late without a note carefully press 1 and then press 2 on the number pad. 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 override the time.

3. If you are late with a note carefully press 1 and then press 1 again and 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 override the time.

4. If you are not late and are signing into school press 8. Important: All Year 12 students must be present for Roll Call every Monday and Wednesday.

5. If you have a free period and are leaving the school but will be returning for another lesson press 4. Take your receipt and keep it with you. On return to school press 5.

6. If you have finished all lessons and are going home press 9. Take your receipt and keep it with you until you get home.

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

YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.

TO ALL STUDENTS 7 – 12 RE: LATE BUSES

If you catch the school special and it is late you must still press 1 and then 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.

For all bus enquiries and complaints, phone 131 500 or go to http://www.transportnsw.info/en/contact-us/feedback/bus.page.
SWIPE CARD INSTRUCTIONS – UNIFORM PASS

If you are out of uniform, you must obtain a Uniform Pass before school, or as you arrive (if you are late). Swipe your ID card. If you do not have a note from home explaining why you are out of uniform, press 7 and then press 2. If you do have a note from home, press 7 and then press 1 and WAIT for authorisation from office staff.

YEARS 7 -12: ALL REQUESTS FOR EARLY LEAVE PASSES MUST BE IN THE BOX AT THE FRONT OFFICE BEFORE SCHOOL.
THERE SHOULD BE NO STUDENTS IN WESTFIELD AFTER 8.30 am.

HOW TO USE SWIPE MACHINE

SWIPE CARD THIS WAY, IN EITHER DIRECTION
(white side facing you and black stripe at the top).

A ‘beep’ will sound and red light flash to show swipe has registered.
If no ‘beep’ is heard, swipe again.

NOTE: If you lose or deface your school ID card, you will be required to apply for a replacement card at a cost of $5.