



STUDENT RESPONSIBILITIES DURING PASTORAL CARE GROUP

(1) ATTENDANCE

- Attendance at school is required from 8.40 am to 3.10 pm each day.

(2) TRANSITION PORTFOLIO

- The Transition Portfolio contains a series of activities and record keeping sheets associated with the Pastoral Care program.
- Students will keep this in their lockers and will bring this to the extended Pastoral Care lesson each Monday.
- Students will complete the required tasks each term.

(3) STUDENT BULLETIN

- The student bulletin is an important means of communication between everyone in the Adelaide High School community. Please listen carefully to the bulletin each morning. Information is also posted on the electronic billboards. These are located in the Front Office, the Hallway of Human Rights, Students Services, Resource Centre and Canteen.
- Make the Pastoral Care Group teacher aware of co-curricula activities so they can ensure that they read out relevant notices.
- A diary note of any meetings, practices etc., or any relevant information assists in informing teachers and parents of student commitments.

(4) DIARY

- A list of weekly homework subjects and dates are to be entered in the diary by Monday morning.
- All homework details are to be entered daily.
- All notes to and from school are to be recorded in the diary, in particular, explanations of absences.
- The diary must remain in a neat and orderly condition and be free of graffiti.
- At the end of each week, parents / carers sign the diary.
- Diaries will be checked by the Pastoral Care Group teacher weekly.

(5) RETURN OF CIRCULARS

- If possible, reply slips from circulars, newsletters and reports etc. are to be returned by the next school day, or at the latest, within two days.

(6) PERSONAL INFORMATION

- Ensure that changes in personal information (address, telephone numbers, emergency contact details etc.) are passed on to Student Services and Pastoral Care Group teachers immediately.

(7) LOST ITEMS

- Students should not bring unnecessary sums of money, iPods, mobile phones or MP3s to school. Any items which are lost are not the school's responsibility.

(8) LOCKERS

- Valuable personal possessions should not be left in lockers at any time. These should be left at Student Services with student names on them during the day.
- The locker is to be maintained in an orderly fashion and rubbish must be discarded regularly.

(9) ENVIRONMENTAL CARE

- Keep the school environment clean of rubbish, graffiti and chewing gum.