

## **Health and Safety**

### **Absences**

Please inform the school of all absences in the morning by phoning 831 0180 Ext 825 or 826. Please state clearly: student's name, form class and time that they will be away from school, if known. This will need to be followed up with a note to the class/form teacher.

### **Sickbay**

If your child is unwell during the day their classroom teacher will refer them to the school sickbay and if required a parent/caregiver will be contacted and advised. Please if you are contacted directly by your child make sure they are signed out of school before they leave school grounds.

### **Health Clinic**

This service is available to all students within the College. A doctor and /or nurse are in at various times during the week, students will need to check at the Student Office for these times. All students need to fill in an appointment card if they wish to visit the Health Clinic.

### **Emergency Arrangements**

In the case of a Civil Defence emergency, students will initially be kept at school until all are accounted for. Then non-bus students will be sent directly home in small groups, arranged by the school, once their safety has been assured. All bus students will remain at school under our supervision and can be collected by parents/caregivers. We will communicate any information via Civil Defence radio and or Newstalk ZB/Classic Hits. In the unlikely event of a Tsunami (tidal wave) warning, we will follow Civil Defence instructions.