

NAMBOUR STATE COLLEGE

Enrolment Procedures Questions and Answers

Question	Answer
My child has been verified with a disability as a Special Education student. How can I enrol him / her?	Please advise upon enrolment enquiry. You need to contact the Head of Community Pathways Unit before your interview. Office staff can help you with this.
Are uniforms compulsory?	Yes and able to be enforced under the Education Act 2006. See parent information booklet.
How do I purchase the school uniform? The uniform shop is located outside the main administration office.	The Uniform Shop is open on Monday, Tuesday, Wednesday & Thursday (8.15am-11.00am & 2.00pm-3.15pm) Closed 11am to 2pm. Phone 5450 4121. The Uniform Shop is closed on Friday. You may pay by cash, eftpos and credit card. All uniform clothing articles <u>must</u> be purchased through our Uniform Shop. <u>No look-a-likes are acceptable.</u>
What do we need to bring to an Enrolment Interview?	Completed Enrolment Forms must be returned to the office prior to interview. Birth Certificate or Passport or Citizenship Certificate must be provided upon enrolment / Latest Report Card Please note that if all information required is not provided prior to enrolment interview, the enrolment will not proceed.
How do I get information about bus timetables and bus routes? Phone Translink – 5452 1800 www.translink.com.au	Phone: CDC Sunshine Coast - 5476 6622 www.cdcqueensland.com.au Phone: National Buses - 5445 9724 www.nationalcoaches.com.au Phone: Coolum Coaches - 5351 1165 www.coolumcoaches.com.au
How do I know what subjects my student has been given?	They will receive a timetable on the first day of school.
What should I bring on the first day of school?	A book to write in and pens to write with. Teachers will give details of what is required in class. Stationery Materials Requirements list are available for each year level from the main office or school website – www.namboursc.eq.edu.au
Where do I go on the first day?	With the exception of arrival on the first day of the year, you are to report to the main Administration Office on your arrival to school on your first day. You will be met by a Student Liaison person who will take you through an induction before you go to the class.

ABSENCE / TRUANCY NOTIFICATION

The school uses mobile phone texting systems to advise parents of student absences, late arrivals or school emergencies via SMS. This will occur on the day of the absence so that parents have early advice of the student's absence and would be able to reply by email or SMS or leave a message on the **Absentee Hotline 5450 4160**. Please note: The mobile number of the 1st contact person listed on enrolment is the number these messages will be sent to unless specified.

EMERGENCY CONTACT DETAILS

Important – you should notify the school of any change to any contact details

- It is the school policy to arrange for students becoming ILL AT SCHOOL to be sent home. A student will not be sent home if there is no responsible person to care for him/her at home.
- In the event of emergency Qld Ambulance Service will be contacted.
- Students **must** report to Student Administration if ill and **must not contact parent directly**.