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Orange High School

*Honour the past,
create the future*

FREQUENTLY ASKED QUESTIONS

What to do if I am late to school?

Unaccompanied students who arrive late to school, for any reason, must first go to the Student Administration Office before heading to class. Any notes from home explaining the student's late arrival should be handed in at this point. Students will then be issued with a late arrival pass which is to be handed to their class teacher.

Students who are late, and are accompanied by an adult should go, with the adult, to the front office to be signed in and receive a late arrival pass.

What to do if I am feeling unwell?

Students who feel unwell during class time must obtain a note from their class teacher to attend sick bay at the front office. Once at the front office, a member of staff will attend to the student and, in need, will make the relevant arrangements to have the student collected from school. Students who are unwell during recess or lunch should go direct to the front office. **Students should not call parents direct.**

What to do if I need to leave school early for an appointment?

Please bring a note from home, take it to the Student Administration Office and you will be issued with a leave pass. Show this pass to your class teacher who will allow you to leave class. **You must carry this pass with you whilst you are outside of the school.**

What to do if I am absent from school?

Bring a note on your first day back and hand it to the Student Administration Office. Parents can also call the school or use the Parent Portal to explain absences. Ask your teachers about any work you may have missed whilst being away.

What to do if I forget my timetable?

Go to the Student Administration Office and a member of staff can issue you with a new one. Alternatively, use your smartphone and log into Sentral to view your timetable.

What to do if I require financial assistance?

Please see our Head Teacher Wellbeing for any assistance.

What to do if I am on Office Duty?

Year 7 students are chosen for office duty from the beginning of Term 2. Check the daily notices to see if you are scheduled for office duty for the day. Report to the front office at 9.00 am.

How do I pay for an excursion?

Bring your permission note and money to the cashier's window at the front office before school, at recess or at lunchtime. No money will be accepted during class hours. Payments can also be made online via the Parent Portal.

What to do if I am in the incorrect uniform or sports uniform?

Bring a note from home explaining the situation and hand it to your Year Adviser or a Deputy Principal who will issue you with a uniform pass for the day.

For any other enquiries, please do not hesitate to call the school on (02) 6362 3444 as we will be happy to help with any queries you may have.

For more information, please visit the Orange High School website

orange-h.schools.nsw.gov.au