## **Messages for Students**

It is sometimes difficult, and time consuming, to locate a student to pass on personal messages, however, the Secondary office staff will do their best to pass on important messages from parents. Therefore please ensure that all reminders of appointments and after-school arrangements are made before school. If students need to have access to a telephone, they can go to the Secondary Office and make the call.

Students are expected to take responsibility for bringing their books, PE and Swimming Kit on the relevant day according to their timetable. It is not the responsibility of the Parent/Office to deliver forgotten equipment.

If a student has forgotten their lunch, they can borrow money from the Secondary Office and buy lunch from the cafeteria. Delivery of above-mentioned items to students are in cases of emergency only.