



# Student Late Arrival and Early Departures Protocol

Version 1.0

## Rationale

The safety and wellbeing of students are the highest priorities for the College and the department. Parents need to know if their child hasn't turned up for school, and schools need to know when and why a child is absent. State schools are required to notify parents on the same day that any student is absent from school without explanation.

Situations will prevent students from arriving on time or require an early departure from school. Interruptions to learning time negatively impacts a student's education. To avoid classroom disruptions, we are not permitted to use the College PA system during class time to call students to the office for early departures. To abide by department policies and minimise classroom disruptions Absence, Late to school and Early departures protocols are provided below.

## How to advise of student Absence, Late to school and Early departures

All student absences, late to school and early departures must be notified by someone who is the legal parent/carer of the student. If your student is going to be:

- **Absent** – please call the absence line 07 4039 9294, write a note (see below), reply to the absence SMS, or advise in person at Student Services.
- **Late to school** – please call the absence line 07 4039 9294, write a note (see below), reply to the SMS, or advise in person at Student Services.
- **Leaving School Grounds / Early Departures** – please follow campus protocols below:

### *Primary Campus*

Report to Student Services to collect and sign your child out. If a person other than the parent/caregiver is to collect the student, please give a note to your student stating the name of the person who is to collect and sign the student out. This note must be dated and signed.

### *Secondary Campus*

Students leaving early MUST have a note clearly explaining what time they are leaving and the reason for their early departure from the College. Parents/legal carers needing students to leave early from school are required to:

- Give your child a note to bring to school advising the time and the exact reason (the nature or purpose of any appointment or family type reason must be explained) for departure. This note is to be signed and dated by the parent/legal carer.
- The note must be countersigned by a Deputy Principal on the student's arrival at school.
- The student shows the note to their teacher to be released from class.
- The student presents the note at Student Services, at the time stated, to sign themselves out.

If a person other than a parent/legal carer is to sign out and collect the student, this and the name of the person, must be stated clearly on the note.

**We are not permitted to use the College PA system and disrupt learning during class time to call students to the office. Please ensure that you provide your students with a note, as outlined above, so they can be ready to leave when required.**