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## Redlynch State College Leaving School Grounds / Early Departure Policy

No student will be permitted to leave the school grounds at lunch breaks, or at any other time before school finishes except in an emergency or for special reasons explained by the parent.

Students leaving early **MUST** have a note clearly explaining what time they are leaving and the reason for their early departure from the College. The College requires specific information if a student is required to sign him/herself out.

Parents/Carers needing to collect students from school early are required to:

### 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 guardians needing students to leave early from school are required to:

- Give the child a note to bring to school advising the time and the reason for departure. This note is to be signed and dated by the parent/legal guardian.
- The note must be countersigned by a principal or deputy principal on the student's arrival at school.
- Upon presenting the note at Student Services at the time stated, the student will be able to sign themselves out.
- If a person other than a parent/legal guardian is to sign out and collect the student, the name of the person must be stated clearly on the note.

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

Students are required to catch the school bus services where provided. No permission will be given to leave early to catch public bus services.

