



Early Leavers Policy

Rationale

There are many reasons why a child may need to leave during the school day. It is important that office administration staff, teachers and parents communicate effectively to ensure all children exit the school grounds in a timely and safe manner.

Aim

1. If a parent/guardian chooses for their child to leave during the school day (before 3.15pm), the parent/guardian will provide written consent and/or collect and sign out their child/ren from the main office
2. If a child is considered unwell they will exit the school grounds in a safe and timely manner with an approved parent/guardian
3. If there is provision for a child to be sent home early as per their Student Behaviour Management Plan, this decision will be made in consultation with the Principal/Assistant Principal

Implementation

LEAVING EARLY (PARENT CHOICE)

- If a child presents a note from a parent to leave early during a school day e.g. appointment, then it is the responsibility of the classroom teacher to ensure this note is received by the office administration staff in a timely manner by;
 - i. presenting the note to the office administration staff personally
 - ii. sending the note to the office with the daily community leaders
- The office staff will contact the classroom teacher to ask for the child to be sent to the main office with their bag once the responsible adult has arrived or alternatively, a Community Leader will be sent to collect the child from their classroom and return with them to the main office
- If a parent/guardian arrives at a classroom to collect their child the classroom teacher will ask the parent/guardian to sign their child out at the office and follow up with the office that this has occurred at their earliest convenience

LEAVING EARLY (ILLNESS)

- If a child is unwell, the classroom teacher will send the child to the Wellbeing Centre for assessment by the Wellbeing staff member, the office administration team or the Principal/Assistant Principal
- If a child is assessed as unwell by the Wellbeing staff member, the office administration team or the Principal/Assistant Principal then the office staff will contact the parent/guardian to arrange for the child to be collected
- If the parent/guardian is not available to collect the child then the listed emergency person will be contacted and asked to present photo identification on collecting the child
- The child will remain at school in the Wellbeing Centre or in the main office until a parent/guardian arrives
- The parent/guardian/emergency person will sign the child out.

LEAVING EARLY (STUDENT BEHAVIOUR MANAGEMENT PLAN)

- If a child does not comply with his/her teachers instructions and their behaviour is considered to be unsafe or physically aggressive to other children or staff then contact will be made with the child's family and the Principal/Assistant Principal will consider whether the child is sent home
- If a parent cannot collect their child before the end of the school day, the child will be supervised and continue their learning for the rest of that day with the Principal/Assistant Principal

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Policy ratified by school council in...

November 2016