

Students Leaving Early

Our school places a high value on teaching/learning and we seek to minimise any interruptions to classrooms. The Principal retains the right under the Education (General Provisions) Act to limit access to students during the hours of instruction. We actively discourage any children being collected before 3:00pm unless it is an emergency or circumstance explained and accepted by the Principal. Please note that children are only released from class between 2.45pm and 3.00pm if it is an emergency situation.

The process for collecting children during the school day is:

- The parent/caregiver must report to the school office with personal identification
- The office will contact the teacher
- The student will be sent to the office with their bag
- The parent will sign the child/ren out

The teacher is not permitted to directly release a child from the classroom to any adult.

If someone other than yourself is collecting your child their name must be on our emergency contact list. Should you arrange for someone else to collect your child/ren, it is essential that the office have prior notification in writing or by telephone and the person must present at the office with photo identification.