



KURUNJANG SECONDARY COLLEGE STUDENT EARLY DEPARTURE PROCEDURE

PURPOSE

Kurunjang Secondary College aims to maximise the learning opportunities for students, and subsequently expects parents and carers to avoid making appointments during school hours. It is not acceptable for students to depart early for non-essential appointments or activities not associated with their education program. On the occasion an unavoidable appointment necessitates a student leaving earlier, the college needs to ensure that parents and carers have knowledge and consent of the departure of their child to fulfil duty of care obligations. The following procedure is designed to ensure all stakeholders are appropriately informed.

PLANNED UNAVOIDABLE EARLY DEPARTURES – YEARS 7 -12

1. A written note from the student's parent/legal guardian/carer is required to give the student permission to leave class and report to the House Assistant Principal or their delegate. The note must be provided to the House Assistant Principal before 9:00 am for approval and signing. The note must indicate the departure time, reason for departure and who will collect the student from the General Office. Due to the risk of possible misrepresentation, such as the source of text messages, permission by electronic communication will not be accepted.

2. The nominated adult must personally sign out and collect the student from the General Office. This is a key element to provide surety for both the parents and carers and the college that the departure is authorised.

SICK OR INJURED STUDENTS

1. All students who become sick or injured at school are required to report to the college's First Aide Officer stationed at the General Office for assessment and treatment. Students are not to self-diagnose and phone their parents or carers to be collected.

2. The college First Aid Officer, in consultation with Assistant Principals where necessary, will contact relevant adults to plan for the collection of the student.

Thank you for your continued cooperation in achieving success for our community through respect, responsibility, and collaboration.

Ms. Aylin Gökmen

Assistant Principal – Student and College Operations