



STUDENT EARLY DEPARTURE PROCEDURE

Purpose

Saint Stephen's College aims to maximise the learning opportunities for students, and subsequently expects parents 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 the campus, the College needs to ensure that parents 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

Prep to Year 6

Adults collecting students are required to sign the student out from the P-6 Administration Office and collect an Early Departure Pass. The Early Departure Pass must then be given to the classroom teacher, verifying that the student has been signed out.

Years 7 -12

1. A written note from the student's parent/guardian is required to give the student permission to leave class and report to the Student Welfare Centre. The note needs to indicate the departure time, reason for departure and who will collect the student from the Student Welfare Centre. Due to the risk of possible fabrication, 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 Student Welfare Centre. This is a key element to provide surety for both the parents and the College that the departure is authorised.

Note: Only student drivers who are on the Permission to Park list, will be permitted to depart without an adult collecting them from Student Welfare Centre. They must however still produce a permission note from their parents/guardians when signing themselves out at the Student Welfare Centre. The College may phone parents to confirm approval for the departure prior to the student signing out.

UNPLANNED EARLY DEPARTURES

Changes to Normal School Routine

1. The College will contact parents by SMS message if a risk assessment warrants adjusting the school routine and sending students home to avoid a potential threat, such as extreme weather conditions affecting the northern Gold Coast suburbs. Parents concerned about an impending emergency situation developing where they live may contact the Student Welfare Centre (Ph 5573 8633) or the relevant Head of Year to make arrangements for their child's early departure and collection.
2. Academic lessons will be scheduled when there is a change to the normal timetable, eg Sport washout. The expectation is that students are to remain at school when there is a change to the normal timetable.

Sick or Injured Students

1. All students who become sick or injured at school are required to report to the College Nurse for assessment and treatment. Students are not to self-diagnose and phone their parents to be collected.
2. The College Nurse will contact relevant adults to make arrangements for the collection of the student.



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