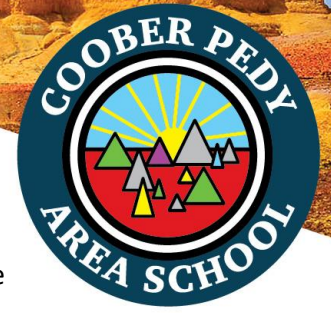


LEAVING SCHOOL GROUNDS POLICY



Rationale

Staff in the school recognise that students in Years 9 – 12 may assume some responsibility for leaving and returning to the school each day. Reasons for leaving the campus may include:

- Medical/Dental appointments
- Meetings with agencies e.g. CAMHS, AFSS, Umoona Health Service, DCP
- Going home or down the street for lunch
- Year 11 and 12 students - home study

In all circumstances, students must have written permission from parents/carers to leave the school grounds and must sign in and out through the front office.

Guidelines

1. Students signing out for urgent appointments or family business that cannot be conducted out of school hours;
 - Parents/Carers must write a note requesting permission for the student to sign out of the school
 - The note must be presented to their teacher and must be countersigned by the teacher
 - At the time of departure, the student must show the note at the front office to sign out and collect an Exit Slip. This needs to be carried by the student to verify permission to leave the school grounds
 - When returning to school, the student must sign back in at the school office and return the Exit Slip
2. Break 1 Passes;
 - Parents/Carers may apply for a Break 1 pass for their child to leave the school. Students are not permitted to leave the grounds in break 2; passes will not be available.
 - The Break 1 pass must be carried by the student when they leave the school
 - Students must sign in and out through the front office
 - Break 1 passes will be withdrawn if students do not follow the guidelines or refuse to show their pass to a staff member
 - Students leaving the school grounds without a sign out permission will have their parent/carer notified by a teacher in the first instance. If the behaviour continues, the student, with their parent/carer will be invited to meet with a member of the leadership team and teacher
 - If a student continues to leave the school grounds without permission, the school is legally obliged to inform the police that the student's whereabouts is unknown
3. Leaving School for Home Study
 - Students studying in year 12 may have lessons which are non-teaching study times throughout the school day
 - Students may choose to leave the school grounds to study at home or in another approved location
 - Students are required to sign out through the front office during these times
 - Students leaving school without signed permissions will have this option withdrawn and they will be expected to study at school for a period negotiated with the student, staff and parents/carers

Policy endorsed by the Cooper Pedy Governing Council on Monday, 17th June 2019
Review may requested at any time but should occur by the end of term 2, 2020

