

Steps to Signing Students Out Early

- Parents write a note to leave a voicemail on the student services absence line **3820 4266** as early as possible.
- Student is given a **Leave Request Slip** by Student Services location in C Block.
- Student shows the Leave Request Slip to the teacher of the class they need to leave in.
- Student goes to Student Services in C Block and is given a **Leave Pass**.
- Student is sent to the School Office.
- Parent comes to collect student from the School Office.

If there are special circumstances where you must collect your child early and were unable to follow the above procedure, we ask that you collect students during morning tea (10am-10.30am) or Lunch (12.50-1.30pm). During these times it is possible to call students using the PA System.

Please note students are not permitted to make their own way home and must be collected from the office by a parent/carer or nominated person.