

LEAVING SCHOOL DURING THE DAY

If students have to leave school during the day for an appointment or other reason they should bring a note from the parent or guardian (see example below) and place it in the box outside the Deputy Principal's office before school starts at 8:40am. The DP may ring to confirm the details in some instances. Students must pick up their early leavers pass from the office during the next break. Students must present their leavers pass to the teacher to be excused from class at the time of leaving. Students must carry the pass with them on the street as law enforcement officers can return students to school if they do not have it with them.

Sport is a compulsory requirement of study and not a time for making appointments or attending to other matters. However, if early leaving cannot be avoided on a sports day permission will only be granted if a phone call is received by the school before 12.00 noon confirming the request.

Date:
Please allow of Year
to leave school at (time and date).....
Reason for leave:
Parent/Guardian Signature:

Date:
Please allow of Year
to leave school at (time and date).....
Reason for leave:
Parent/Guardian Signature:

Date:
Please allow of Year
to leave school at (time and date).....
Reason for leave:
Parent/Guardian Signature: