

Early Departure

How does my student leave school early?

- Student/s are to present a signed note from their Parent/Carer to the classroom teacher at the beginning of the lesson.

A signed note from Parent/Carer is to include:

- *The reason for the student/s early departure,*
 - *The student's time of departure,*
 - *The students method of collection, e.g. name of person collecting or permission to walk to designated destination or meeting place.*
- Student/s will be released from their classroom 5 minutes prior to the time of departure.
 - Student/s are to present to Student Services at the time of departure with the signed note to be signed out by administration staff.
 - Where possible all appointments should be made outside of school hours.
 - Where early departure for one-off emergencies and appointments are required after the school day has commenced, Parents/Carers are to notify the office a minimum of one hour prior to departure time via phone: **07 4924 7804** or email: **Student_Services@northrockhamptonshs.eq.edu.au**

Direct communication with your student/s via text or phone call will not be accepted as permission to leave school.

