# EARLY DISMISSAL PROCEDURES

**PURPOSE:**
To give direction to parents / guardians, teachers and pupils as to the procedures to be followed for the early dismissal of a child from school.

**GUIDELINES:**
- Children may be collected from school at any time after school commences at 9:00am. This may be so that a child, for example, may attend a medical appointment.
- Children who are picked up by parents / guardians from the sick bay are similarly required to follow these guidelines.
- Parents / guardians who wish to pick up a child early may do so by signing the early dismissal register located in the school office. Upon signing the register parents will be given a signed yellow slip which must be handed to the class teacher by the parent before the child may be picked up. Students must be picked up from their class by the collecting parent / guardian.
- If a child is picked up during any recess, then the yellow slip must be handed to the teacher on yard duty. The yard duty teacher will then pass the early dismissal notice onto the class teacher.
- Parents may send a letter to their child's class teacher informing them of their intention to pick their child up early. The class teacher will then send the note to the office where a yellow slip can be completed, awaiting the parent's signature. Students must be picked up from their class by the collecting parent / guardian.
- Children may be picked up from an excursion by the parent or guardian at the activity venue. The parent / guardian should come to the school office to obtain a signed yellow dismissal slip to take to the venue. This should be handed to the supervising teacher before collecting the child. Alternatively a written note from the parent / guardian can be provided to the member of staff before picking up the child. This note should include the date, the reason for the early dismissal and be signed by the parent / guardian.
- Upon the return of children to school, or in the case of lateness for school, parents should ensure they personally notify the class teacher of the child joining the class.
- Parents should note that dismissal time for the whole school at the end of each term is 2:30pm, except for Term IV when the children will be dismissed at 1:30pm.

**PARENTS ROLE:**
To support this policy implementation by following the requirements as stated.

**DOCUMENTS IN SUPPORT OF THIS POLICY:**
1. Schools of the Future Reference Guide: Student Attendance (4.1)

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