



Always Worthy

Procedure to Leave School Early

Students bring a note signed by their parent/guardian showing the student's **full name** and home group and the reason why they need to leave, as well as the time of leaving. Students then place their notes in the black tray on the counter in the student foyer of the office **before school**. This enables the office staff to produce early leave passes and have them signed by deputies so that students can then collect the passes at morning tea time.

When it is time for the student to leave school, they show their pass to their teacher who will then allow them to leave. This procedure means that parents do not have to come into the office to sign their students out.