Collecting Students from School

Leave Passes

Please do not arrive at school and expect your child to be located by office staff, unless there is a genuine emergency. Arrangements to collect a student early from school should be made through the procedures outlined below. Cleveland High is a large school with over 1700 students. There is no quick or simple way to contact a student; there are no phones in classrooms. Please be considerate and ensure your student adheres to the procedure for leave passes or sick bay. If you need to make your child aware of an appointment, please contact the school at the earliest possible time as we are able to page students at morning tea and lunch time. Students can also receive messages via their mobiles or email during breaks.

Notes from parents/carers detailing the reasons for leaving school early are required before a leave pass is issued. Notes requesting leave passes are to be handed into the office before school. A leave pass will be issued after the note is checked by a deputy. The leave pass should be collected by the student at first break from the student counter at the office. Please make arrangements to collect your student from an agreed location. The student is not required to leave via the office if a leave pass has been issued.

Appointments

If you wish to speak to your child’s deputy principal, the guidance officer or any of the other support staff in the school, please make an appointment by calling 3824 9222. It is understood that matters emerge that require urgent attention; however a quick phone call to ensure their availability will save you waiting unnecessarily.

Sick Bay

Students who become ill or have an accident during the day are to report to the Sick Bay with a note from their teacher in their diary. Students who become ill are not to contact parents directly; all phone calls to parents/carers regarding accident or illness are to be made by the school. Student can be collected by a care giver from sick bay. Students who leave the school grounds without signing out through the office will be deemed to have truanted school.