

POLICY: COLLECTION OF CHILDREN BEFORE DISMISSAL AT 3.10 PM

1. Rationale

While the staff at St Michael's support the premise that parents have ultimate authority of their children, the school acknowledges the other premise that parents who enrol their children at St Michael's school do so with full knowledge that the school day concludes at 3.10 pm following dismissal.

2. Aim

For parents to understand and accept that removing children from school prior to the dismissal inconveniences the child, the other students, the teacher and the office staff. There is also a requirement that the teacher note in the class roll the time of and reason for departure and that the parent signs the early leavers book in the office.

Parents are encouraged to make appointments for children outside school hours in order to minimise the impact on their child's learning and the learning environment of other children in the class. Learning continues throughout the day until the final bell. Removing children 10-15 minutes before the final bell, during the revision period of a lesson, could have an impact on their ability to consolidate the learning content of the lesson. Frequent absences during school hours can result in a lack of progress which may be reflected in a student's report.

3. Implementation

- 3.1 The policy to be published in the newsletter.
- 3.2 If a parent needs to collect a child prior to 3.10 pm the parent **must** notify, in writing, the classroom teacher. The time the child is to be collected from the office and the reason for the early departure must be communicated to the teacher in order to minimise disruption to the class.
- 3.4 The parent collecting the child should come to the office, sign the child out on the partial absence slip stating the time of collection and the reason for early departure.
- 3.5 The office staff will record in the electronic class roll the time of departure. The partial absence slip is kept with the student's records in the classroom.
- 3.6 Office staff will call the classroom and ask the child to come to the office where the child's parent will meet them to take them home or to their appointment.
- 3.7 Under no circumstances is a parent to go and collect a child from a classroom.

4. Evaluation

The policy will be evaluated on an annual basis.