

SOUTH PADBURY PRIMARY SCHOOL

REMOVING STUDENTS FROM SCHOOL DURING THE SCHOOL DAY POLICY

Rationale

There are instances throughout the school year where parents/caregivers need to remove their children from the school site during the school day to attend appointments.

Definition

The school day being between 8.30 am and 3.00 pm

Protocols

The parent/caregiver report to the office where they will be issued with a slip which they will then pass onto the teacher.

With families who live together, it is assumed that both parents/caregivers are aware of and are supportive of the removal.

With families who live separately, it is imperative that the parent/caregiver removing the child informs the other parent/caregiver of the arrangement and should this not occur, the school is well within its rights to withhold the child.

If unsure, the school will contact the other parent/caregiver and if permission is not granted, will withhold releasing the child until 3.00 pm.

Policy Review

June 2021