

## Student Early Departure Process

As Brisbane South State Secondary College continues to grow, the refinement of our operational procedures is essential to maintain an environment conducive to effective teaching and learning. The implementation of a structured Early Departure Process, is crucial in minimising classroom disruptions, reinforcing our dedication to maintaining educational integrity throughout the academic term.

We respectfully request that parents and guardians adhere to the outlined guidelines below to ensure a smooth and minimally disruptive process. Please note, in cases of unscheduled departures, it is required that parents/guardians wait until the next scheduled break.

### Guidelines for Scheduled Early Departure

#### Preparation

Parents/guardians are required to provide a written note specifying the reason for the early departure.

A message via our college communication platform, **Daymap**, is the preferred option.

#### Action

The student must submit this note to Student Services by 8:40am to obtain a **Leave Request Pass**.

At the beginning of the lesson, the student should present the Leave Request Pass to their teacher, enabling them to leave the class quietly at the designated time.

#### Departure

Students are to wait at Student Services, Level 3, Administration Hub, until their parent/guardian arrives at Reception in the Administration Hub, for the official sign-out and departure process.

#### Additional Recommendations

1. Plan early departures during scheduled break times where possible;
2. Schedule appointments outside of school hours or during school holidays to minimise disruption.

#### Protocol for Early Departure Due to Illness

In the event that a student becomes ill, the parent/guardian or designated emergency contact will be notified immediately for the student's collection.

For the safety and wellbeing of the student, it is mandatory that the authorised individual collects the student directly from the Reception area of the Administration Hub on Level 3.

Should your child inform you directly of their illness, please instruct them to adhere to the college's established procedure for Early Departure Due to Illness, as follows:

1. The student must inform their teacher of their illness and proceed to Student Services (First Aid), Level 3, Administration Hub;
2. If a student is feeling unwell during break time, the student should directly visit Student Services (First Aid), Level 3, Administration Hub;
3. The First Aid officer will evaluate the situation and, if necessary, contact the parent/guardian or emergency contact.

We deeply appreciate your cooperation with these protocols, ensuring the safety and wellbeing of all students within our care.

