COLLECTION OF STUDENTS POLICY

Rationale:

- We seek to provide an open and friendly learning environment, which understands there may be occasions where students have to leave the college before the end of the school day. We also recognise our duty of care and responsibility to ensure that only legal guardians or their authorized representatives collect students from the school. This is particularly important where there are custody arrangements, intervention orders and safety concerns involving a student at the college.

Aims:

- To provide a safe and secure environment for our students and staff
- To ensure that students are safely collected from the college when they need to leave before 3.15pm.
- To establish protocols and procedures that effectively monitor and manage students leaving the college before the end of the school day.

Implementation:

- All students who need to leave the school grounds before 3.15pm must provide a note signed by their parents/guardians explaining the situation and the time the student needs to leave. The note must be signed and dated by the parent/guardian. This note must then be shown to a House Director or Assistant Principal who will countersign it.
- When students in Years 7 to 10 need to leave the school:
  - They must remain at the General Office until collected by parent/guardian or authorized representative whose name, contact details and signature are registered at the college.
  - The person collecting the student may be required to provide proof of identity, including photo, and where the person is not the parent/guardian, he/she will also need to provide proof that he/she is authorized by the parent/guardian to collect the student.
  - The person collecting the student will sign out the student in the register provided at the General Office.
- Students in Years 11 and 12 may sign themselves out but must still provide an appropriate note.
- Where a student needs to leave the college and then later returns before the end of the school day, the procedures outlined above for leaving will be followed and on the student’s return the responsible adult will sign the student back in.

- The above mentioned process for managing and monitoring student early leavers will be published in the school newsletter and communicated to students at level meetings.
- Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
COLLECTION OF STUDENTS FROM SCHOOL BY ADULTS WHO ARE NOT PARENTS OR LEGAL GUARDIANS.

Parents/guardians may choose to provide the following information so that it can be kept in the student's file.

From the date stated next to the Parent/Guardian’s signature and until further notice, the people listed below have permission to pick up .............................................(Name of student) of Year ............... from Kooweerup Secondary College

Signature of Parent/Guardian: ............................................. Date: ......................

Parents/Guardians are responsible for ensuring that all details are correct and that information is kept up to date.

PEOPLE AUTHORISED TO COLLECT THE STUDENT ARE:

<table>
<thead>
<tr>
<th>NAME AND PHOTO IDENTIFICATION OF PERSON. Please attach a photocopy: Licence: Only photo and name required (other details can be blanked out) or other appropriate identification which includes a photo</th>
<th>Signature of person in the photo: ........................................................................ Contact Phone No: .........................</th>
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