



POLICY AND PROCEDURE REGARDING LEARNERS LEAVING THE COLLEGE PREMISES

In order to ensure the safety and security of your child(ren) at all time and to fulfil the College's responsibilities of *in loco parentis*, the following procedure needs to be adhered to when learners are required to leave the school premises.

During Normal School Hours

- In the event of planned absence (e.g. pre-booked medical, personal appointments) a written request with parent contact details, is to be submitted to the College at least 24 hours in advance. It is a standard condition that such absences should not cause a learner to miss normal school time and should be avoided. Permission will not be given for such absences, and learners would be required to catch up work missed on their own.
- In the event of unplanned absence, (e.g. urgent medical / personal appointments) where possible a facsimile or email is to be sent to the College, if this is not possible due to the nature of the incident a phone call to the College is required.
- All learners that are required to leave the school premises during normal school hours are to be personally collected by the parent / legal guardian from reception.
- Where the parent / legal guardian is unable to collect them personally and requires them to be collected by a designated adult, written authority from the parent / legal guardian for the designated adult needs to be sent to College, as well as telephonic communication being established with the parent / legal guardian, before the learner will be allowed to leave the premises.
- No learner may leave the school premises on their own accord or without adult supervision, with provision being made for learners with own transportation to and from school:
 - Written authority from the parent / legal guardian for the learner to leave at a specified time must be received by the College.
 - In addition telephonic communication must be established with the parent to verify the details of the written authority and to confirm the departure time and details.
- In all cases learners must obtain signed permission from the Grade Head as well as each teacher of the classes that will be missed. Forms can be collected from Reception. Once the form has been signed by all necessary parties it should be handed back to Reception and the pupil will be handed an exit card to give to security.

Outside of Normal School Hours

- Learners may be fetched from the school premises by parents or a designated person at times convenient to them.
- Learners waiting at the school premises are encouraged to wait inside the main gates.
- Where learners are attending a school event or activity off campus:
 - Learners may be fetched by their parents or a designated person on informing and personally reporting to the assigned teacher in charge of the group.
 - All other learners are to return with the school or designated transport.
 - No learner will be left unsupervised at an outside venue.
 - No learner may leave an outside venue on their own without supervision and relevant permission.

Your co-operation in keeping all our learners safe is appreciated.