

# YARRA PRIMARY SCHOOL

## EARLY RELEASE AND LATENESS POLICY

### CHANGE HISTORY

Version	Issued	Key Changes	Review
1.0	2018	This policy will be reviewed as part of the school review cycle	2021

### RATIONALE

The whereabouts of all students once they fall in the school's responsibility is to be accounted for by the school.

It is important that the school ensures an agreed and recorded system of tracking and handover exists as the student moves from one setting to the next, and to maintain systematic records of names, dates, times and people in the event of an emergency or legal investigation.

### POLICY STATEMENT

The Early Release and Lateness Policy exists so that Yarra Primary School can ensure the tracking and safety of all students at all times.

At the beginning of the year or upon enrolment, parents/guardians will be advised of the Early Release and Lateness procedures of students through information sessions and the school communication portal Compass.

### IMPLEMENTATION

- Teachers will only release a student from class upon presentation of a completed, current Early Release slip.
- All parents/guardians must come to the Administration Office to sign out or sign in student/s during school hours.
- Parents/guardians must report to the Office if a student is late. Office staff will enter student details on Compass.
- Parents/guardians obtain an Early Release form signed by Administration Staff to show that they have followed due process.
- Parents/guardians take the Early Release slip to the classroom teacher to identify that the student/s has permission to leave the school early.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed as part of the school's review cycle.

## **FURTHER INFORMATION AND RESOURCES**

Archived records of all student movement to be maintained for a period as specified by the Department Regulations.