

	<h1 style="color: #4F81BD;">Whitsunday Christian College</h1>	Last Updated: June 2020
	<h2 style="color: black;">Students Leaving College Grounds</h2>	Version: 2

Regular School Hours

Students need to stay on College grounds during regular school hours

Rule: Students must remain at school from the time they enter the College grounds until the relevant dismissal time.

Exceptions:

1. Pre-planned exits during the regular school day

1.1 Approved pre-planned exits

- Travelling on College approved excursions
- Approved alternative teaching or examination venue (written understanding needs to be held between parent and College for Senior School independent exit and travel)
 - TAFE
 - Traineeship
- Medical appointments – Students are to be signed out and collected by parent. Secondary School students may, by prior written or verbal (contacting the Administration team) parental notice, leave by their own accord after signing out for medical appointments.
- Year 12 students signing out for lunch - Parental consent needs to be given at the beginning of Year 12 before students take advantage of this privilege
- Senior Phase students signing out during assessment blocks - After the completion of their scheduled exams and assignments during the designated Assessment Block students may sign out with prior Parental consent. This is a signed document which needs to be returned to Administration at the beginning of each Assessment Block.

1.2 Other pre-planned exits

- Family leaving early for a special occasion where family has sent note and parents sign out and collect students. (Students may have up to 5 days per year for this purpose. Families requiring a longer period, need to apply through the College to the Office of Non-State Schools.)

1.3 Non-approved

- We prefer students to remain at school rather than be recorded for non-approved reasons as these cause issues in terms of official educational requirements.

2. Ad hoc exit arrangements

2.1 Approved

- Student becomes ill or injured and is collected by parents. Parents will be notified by the Office, if your child becomes ill.
- Medical emergency and student is transported by ambulance

2.2 Non- approved

From time to time parents may select to collect students early. In these cases, the parent is requested to give an explanation for the early collection of students so that the absence may be recorded appropriately. Students with patterns of unauthorised and/or non-approved reasons are subject to review in terms of official educational requirements.

- Senior School Students are not permitted to leave the College on an ad hoc basis without parent being present to collect and travel with the student. That is, please let us not have the situation where the student uses technology to have mum or dad phone school to grant permission for a student to leave early. If this situation occurs, parent will be asked to put authorisation in writing and sign it. This note will need to be electronically sent to the school for verification. Students with patterns of unauthorised and/or non-approved reasons are subject to review in terms of official educational requirements.

Senior Phase Assessment Blocks

The assessment blocks are designed to:

- Give students the greatest opportunity to undertake final preparations for their exams and assessments.
- Allow students to finalise oral presentations, practical assessments, assignments and catch up on missed traineeship days.

The assessment blocks generally go for five days, but may go for longer during Term 4.

- Parents will be given the choice to allow their children to attend school only when required for exams and the completion of assessment tasks. Students may also study and prepare for assignment tasks at school.
- Students must sign in and out at Administration. Once students sign out, they are not permitted to return to school that day and need to move to the agreed study location as arranged with parents. The exception to this is those Year 12 students who have permission to sign out for lunch. In addition, students who catch a bus are permitted to sign out once their assessment tasks are completed and moved to the agreed study location as arranged with parents before returning to school to catch their bus.
- Students who are granted autonomy under this arrangement need to accept the responsibility. We believe this is fitting for young men and women and helps them take responsibility for their future and prepares them for further study and work. It is not the intention for students to undertake work (other than approved traineeships etc), sit at Centro for social chats or arrange other social occasions. Students who display that they are not yet ready for such autonomy will be required to remain at school.
- Students who have been given permission to study away from school may continue to work at home during the assessment block period even if they have completed all of their scheduled assessment tasks.