

## **Permission for Student Release**

At Port Kennedy Primary School we are always conscious of caring for your child as well as we can. To help us monitor the whereabouts, safety and well-being of each child during the school day, we have established a policy for student release between parents/caregivers, the school's administrators and the class teachers.

**If your child is going to leave the school grounds at any time during the normal school day, for any reason, including:**

- dental and medical appointments,
- PEAC,
- early collection by yourself,
- or if at any time your child is going to be collected by someone other than their usual caregiver

**you will need to complete a Permission for Student Release form and have it signed by both the teacher in the child's class and an administrator at the office.**

### **PROCEDURE:**

**What to do if your child is to leave school during the normal school day:**

1. Come into the office and complete the Early Release Form with the required details. The caregiver's identification will be noted or photocopied.
2. Take the signed form to the class teacher, who will countersign it, and release your child into your care.
3. When the child returns to school, he/she will report to the office for confirmation of his/her safe return to school and then he/she takes the form back to the classroom teacher.

A set of three forms accompanies this letter.

Please contact the office or your child's class teacher if you need to discuss any issues concerning this system.