

PERMISSION NOTES NEEDED TO TAKE CHILDREN FROM THE CLASS

Children are **NOT** permitted to leave the Class/School grounds for any reason unless called for by the Office.

If you know ahead of time that you have an appointment, which cannot be scheduled for outside of school hours, please send a note to the office prior to the collection time.

We discourage children leaving School early to attend dance, swimming etc. These are after School activities.

If a person, other than the parent or guardian is to collect the child, the class teacher or the school office must be notified, in writing or a phone call beforehand – otherwise the child will not be permitted to leave.

The Procedure is:

- Come into the school Office and complete the Early Leavers Register (the Register is our official record of children who have left the school premises but may still be marked as present on the roll)

as well as

- An “Early Leavers Slip” which is placed with class roll.