

EARLY DEPARTURE PROCEDURES



STAYING AT SCHOOL

- Students are expected to remain for the **full school day**
- Please book appointments **outside school hours** where possible.

SUBMITTING A LEAVE REQUEST

-  QParents (preferred method)
-  SMS: 0427 263 283
-  Email: absences@rochedaleshs.eq.edu.au
-  Written note: signed by parent/guardian



INFORMATION TO INCLUDE

- Student's **full name and year level**
- **Time of departure**
- Parent/guardian **name & phone number**
- **Date** (for notes)
- **Signature** (for notes)

PROCESS FOR STUDENTS

- 1** Collect a **Leave Request Slip** from the office before **SCHOOL STARTS**
- 2** Show the slip to your teacher when leaving class
- 3** Sign out at the office by scanning leave request and collect a **Leave Pass**



IMPORTANT REMINDERS

- ❌ Students cannot **call/email parents** for early departure.
- 😞 Sick students must report to Student Services.
- ⚡ In emergencies, office staff will locate students. Please allow extra time during exams when the **PA system is unavailable**.



THANK YOU FOR YOUR SUPPORT IN KEEPING STUDENTS SAFE AND MINIMISING DISRUPTION TO LEARNING



LATE ARRIVAL PROCEDURES



ARRIVING AT SCHOOL

- Students are expected to arrive at school and be at their classroom ready to start the day prior to 8:50am
- Please book appointments **outside school hours** where possible.

IF YOUR STUDENT IS LATE:

Please notify the school as soon as possible.

-  QParents (preferred method)
-  SMS: 0427 263 283
-  Email: absences@rochedaleshs.eq.edu.au
-  Written note: signed by parent/guardian



INFORMATION TO INCLUDE

- Student's **full name** and **year level**
- **Approximate time of arrival**
- Parent/guardian **name & phone number**
- **Date** (for notes)
- **Signature** (for notes)

PROCESS FOR STUDENTS

- 1 Prior to **9:30am** go to **T&R Window**, after **9:30am** go to **office**
- 2 Clearly state your name and the reason for your lateness
- 3 Go promptly to class and give your teacher your **LATE SLIP**



IMPORTANT REMINDERS

- Late students must sign in upon arrival either at T&R or the office.
They are not to go to class without a **LATE SLIP**
- Parents/guardians must provide a reason as to why their student is late
- Parents/guardians will receive a SMS & email if a reason has not been provided prior to their student's arrival



EVERY LESSON, EVERY DAY COUNTS!

