

**Presentation Secondary School,
Listowel,
Co. Kerry**



**POLICY ON EARLY DEPARTURE FROM
SCHOOL**

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane O'Donoghue Date 7/3/2023
Chairperson, Board of Management

The Board of Management of Presentation Secondary School is aware that students, on occasion, need to leave school during the school day.

To fulfil our duty of care and child protection requirements the Board has agreed the following procedures which will apply for the early departure of students from school with effect from 5th January 2023.

- ▶ 1. parent/guardian sign out on Compass is completed.
- ▶ 2. Parent /guardian presents at reception to collect student.
- ▶ 3. student remains in class until the secretary calls to request leave of student from class.
- ▶ 4. Students aged 18 years or over may leave school once their parent/guardian has contacted the office to approve leave.