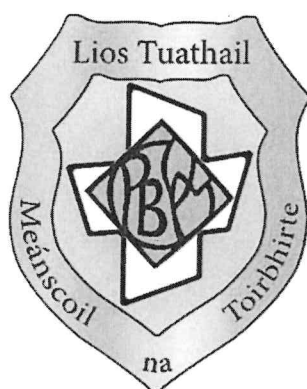


**Presentation Secondary School,
Listowel,
Co. Kerry**



**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

Policy on early departure from school

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

1. parent/guardian sign out on TYRO is completed
2. Parent /guardian **presents in person at reception to collect student**
3. student remains in class until the secretary requests leave of student from class
4. Student completes sign out on the TYRO app at the reception desk