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Late Coming and Early Departure Policy

1. Late coming of learners

1.1 At 7H45 am all perimeter gates are locked and learners need to proceed to the Main entrance gate on the Brigantine side of the school. Two staff members, allocated by the Head of Administration and Finance, will record the late arrivals in their log and in the diary of the learners.

1.2 They are then escorted through the foyer.

1.3 Parents/ guardians are informed via the sms system.

1.4 Habitual late coming are addressed by contacting parents by letter requesting an intervention strategy to assist the parents and learners where possible.

2. During breaks

2.1 Learners are not allowed to leave the school premises during break.

2.2 In cases where it is necessary for learners to leave the school premises during breaks written permission must be provided by the Parents and/or the Principal.

3. Early leave of learners at the request of parents/guardians

3.1 All requests for early leave must be made in writing by parents/guardians. Such requests must be made to the Principal's office.

3.2 On admitting a learner to the school, a parent must identify in writing who is allowed to collect their child in cases of requests for early leave. Parents must review this annually or as required, in writing, by the parent registering the child at the school.

3.3 Persons collecting a learner from the school will be requested to provide the school with a positive identification.

3.4 The school will maintain a written record that includes the name of the learner, the learner's grade, the name and ID No. of the person checking the learner out, as well as the date, time and reason/s for the early leave.

3.5 In the case of a dispute between parents, the review of person/s who will be allowed to check out learner's early from school will be done on the basis of a court order from the parent who has registered the child at the school.

4. Early dismissal

4.1 The school will take reasonable steps to ensure that parents are informed in good time if learners are to be released early to enable parents to make transport and care – taking arrangements.