

### **Rationale**

Hume Central Secondary College values a learning environment where all students are safe and have the responsibility to ensure the safety of others. The Out of class/school grounds Policy aim is to ensure all students are accounted for during the school day.

### **Implementation:**

#### **Signing out of school procedures:**

All students need to be in timetabled classes unless given written authorisation to be out of the class by the class teacher or Team Co-ordinator/Team Leader

Students who are required to leave the College during the school day need parent authorisation:

- Parent/Guardian note dated and signed then counter signed by the Team Co-ordinator/Leader (staff to contact Parent/Guardian to confirm as needed)  
OR
- student collected and signed out by a Parent/Guardian from Campus Reception  
OR
- Parent/Guardian contacts Campus Reception

#### **Exception for Year 12 Students:**

Year 12 students are entitled to leave the school grounds during lunchtime when they have private study periods either side of the break. They must sign in and out in the Year 12 sign out book located at Campus Reception, exit through the courtyard if leaving during lunchtime and carry their laminated timetables to show staff as needed

#### **Out of class/school grounds without permission:**

Any Year 7-12 student who is out of the school grounds during the school day and has not followed the signing out procedure is in breach of the policy (If a student is out of school grounds and a staff member instructs the student to return, he/she must do so immediately). The consequences are:

- First breach: report lodged on Xtreme/Team Co-ordinator/Leader notified who will then contact the Parent/Guardian and Time Counts to be issued
- Second breach: report lodged on Xtreme/ Team Co-ordinator/Leader notified who will then contact the Parent/Guardian, convene a SSG (Parent/Guardian notified that if the student repeats the behaviour, a one day suspension will be issued) and Time Counts to be issued
- Third breach: one day suspension to be issued and return to school SSG

Further breaches will incur the same as the third breach with the possibility of further consequences as deemed appropriate by the Team Co-ordinator/Leader in consultation with Principal Class.

#### **NB:**

Instrumental Music students are to carry their timetable to show to staff as needed.

#### **Out of class without permission:**

Any Year 7-12 student who is out of the class during the school day and has not followed the correct procedure is in breach of the policy. The consequences are:

- First breach: report lodged on Xtreme/Team Co-ordinator/Leader notified who will then contact the Parent/Guardian and Time Counts to be issued
- Second breach: report lodged on Xtreme/ Team Co-ordinator/Leader notified who will then contact the Parent/Guardian, convene a SSG (Parent/Guardian notified that if the student repeats the behaviour, a one day suspension will be issued) and Time Counts to be issued
- Third breach: one day suspension to be issued and return to school SSG

Further breaches will incur the same as the third breach with the possibility of further consequences as deemed appropriate by the Team Co-ordinator/Leader in consultation with Principal Class.