

## HUME CENTRAL SECONDARY COLLEGE OUT OF CLASS AND SCHOOL GROUNDS POLICY

### PURPOSE

Hume Central Secondary College values a learning environment where all students are safe and have the responsibility to ensure the safety of others. This policy aims to ensure that all students are accounted for during the school day and remain in safe areas under appropriate supervision so that the college can maintain its duty of care.

### Permission to leave grounds

Where a parent/guardian/carer requests a student to leave early:

- Parent/guardian/carer must provide a note dated and signed
- Note is then countersigned by the Team Co-ordinator/Leader (staff to contact parent/guardian/carer to confirm as needed)
- Student can be collected and signed out by a parent/guardian/carer from Campus Reception
- Parent/guardian/carer contacts Campus Reception.

Year 12 Students are permitted to leave the school grounds during their lunch break with parent permission. Students must meet the College's expectations at all times whilst off school grounds and exit and re-enter the Campus through the back gate.

### Out of school grounds without permission:

Where a student is out of the school grounds during the school day and has not followed the signing out procedure, the following will occur:

- Report logged on Compass
- Parent/guardian/carer is contacted and notified as soon as practicably possible and informed that the student has left the school grounds
- A one day suspension is issued and an SSG organized prior to the students return.

### 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 incident:** report is logged on Compass. Parents/guardians/carers will be contacted and notified about the lunchtime consequence/intervention connected to the behavior. Parents/guardians/carers are also informed that if this occurs again then the student will receive a one day suspension.
- **Subsequent incidents:** report is logged on Compass. One day suspension and parents/guardians/carers will be contacted. Return to school SSG organized.

### REVIEW

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	College Council - Not Required
May 2023	3 Years	Forwarded to School Council 18/05/2023