



SIGNING IN **LATE** OR SIGNING OUT **EARLY**

We're here to help keep everyone safe and learning.

SIGNING IN – LATE ARRIVAL

If you arrive at school after the start of the school day,
always report to the school office first.

- 1 Arrive at school late**
You have arrived after the school day has already started.
- 2 Go straight to the school office**
Do not go to class first.
- 3 Speak to a member of the clerical team**
Tell them why you are late.
- 4 Request the Sign-In Book**
Complete the sign-in process promptly.
- 5 Go straight to your class**
You are now signed in and ready to learn.

Please remember: A member of the clerical team may contact your parent/carer to confirm the reason for your lateness.

LATE? → OFFICE → SIGN IN → CLASS

SIGNING OUT – LEAVING EARLY

If you need to leave school during the school day,
you must have permission from your parent/carer.

- 1 You need to leave school during the day**
Speak to a member of the clerical team.
- 2 Go to the school office**
Speak to a member of the clerical team.
- 3 Parent/carer gives permission**
A member of the clerical team must have contact with your parent/carer.
- 4 Request the Sign-Out Book**
Complete the sign-out process with the clerical team.
- 5 Wait in the office area**
Stay there until your parent/carer arrives unless alternative arrangements have been made with your parent/carer and the clerical team.
- 6 Leave school when authorised**
A member of the clerical team will confirm when you can leave.

LEAVING EARLY? → OFFICE → PARENT/CARER AUTHORISATION → SIGN OUT → WAIT LEAVE