



Tullawong STATE HIGH SCHOOL

Dear Parents

The staff at Tullawong State High School are no longer able to collect students from classes during the school day, unless for emergencies.

The office staff have numerous requests with people arriving at or phoning the school requesting to collect students out of class. This at times makes things difficult as classes can have room changes or be out their class rooms depending on the subject eg: sport could be out on the oval, science could be doing measurements around the grounds. We expect students and parents to follow our sign out process. This process requires:

1. Parents to notify the school **between 8.00am when the office opens and 8.30am when our classes start** if you require a student to depart school prior to the end of the school day, either by note with the student or by a phone call to the office.
2. The student is to come to the office **before** school if they are providing a note, and hand this to the office to obtain a leave request slip.
3. If you have phoned the school **between 8.00am and 8.30am** to notify your student needs to depart school on that day, the student is to come to the office to collect their leave request slip **before** period 1 or at **first lunch break**.
4. Students are to show their teacher their leave request slip in class. Students are not permitted to leave class without this leave request slip.
5. Students are to come to the office to sign out, hand the office staff their leave request slip. They will then be signed out with a leave pass and can be collected from there.

Students who do not follow this process will receive appropriate consequences eg. Detention.

We do ask that you avoid taking students from school whenever possible as this is valuable learning time.

We thank you for your co-operation in this matter.

Regards

David Friis
Principal

Nicole Wilson
Business Manager

