

Student Collection, Departures, and On-Campus Procedures – Parent Information

Introduction

The College has a duty of care to ensure the safe collection of students from school or a school activity. The purpose of this procedure is to ensure the College has appropriate procedures in place for the safe collection of students during normal school hours and to manage situations when students are collected outside normal school time without notice from the parent or carer.

Conditions

- 1) Only a parent/carer or authorised person can collect a child from school during school hours.
- 2) Collection must be done in person through the Student Services Desk unless verbal permission has been given by the parent (for Secondary students only).
- 3) The details relating to the collection of a student during school hours is done through signing out through the Student Kiosk (iPads).
- 4) If a parent is authorising someone else (who is not on the emergency contact list) to pick up the student, written permission must be provided along with the presentation of the person's ID.

Process for Student Pick Up during School Day

Where advance notice is available – Primary Years:

- 1) Primary Years parents should notify the classroom teacher by email. This email is then forwarded to the Front Desk so that staff there are also aware.
- 2) Primary Years classroom teacher creates a reminder so that the student is ready and sent to the Front Desk at the required pick-up time.
- 3) If the required time is during recess or lunch, the student needs to be at the Front Desk at the start of the break.
- 4) The student is to be signed out through the Student Kiosk (iPads) prior to leaving.

Where advance notice is available – Secondary Years:

- 1) Secondary Years parents notify the Front Desk by email of the time the student is required to be collected from the Administration Building.
- 2) Secondary Years students are to self-manage arrival at the Administration Building.
- 3) If the student has not arrived for collection at the Administration Building, the Front Desk or SSO Staff will place a Teams call/message to the teachers as a reminder for the student.
- 4) If the student still does not arrive, the Front Desk or SSO staff will send another staff member to get the student.
- 5) If the required time is during recess or lunch, the student needs to be at the Front Desk at the start of the break.
- 6) The student is to be signed out through the Student Kiosk (iPads) prior to leaving.

Where only short notice is available – Primary & Secondary Years:

- 1) Primary Years parents notify the class teacher and Front Desk and Secondary Years parents notify Front Desk.
- 2) Staff will do their best to advise the teacher and student of the request by Teams call or message. They will advise the time to report to the Administration Building and confirm that an early pick-up has been requested.
- 3) If the student does not come to the Administration Building, staff will make another Teams call to the teacher to send the student. If the teacher is absent, and a CRT is taking the class, then Front Desk SSO will Teams message other teachers to alert the student.
- 4) Front Office staff will need to be informed by 1.45pm—otherwise, the early departure will be treated as having no prior warning.
- 5) In these cases, every effort will still be made to collect the student promptly, but delays may occur due to limited notice.

Pick up a Primary or Secondary Years student immediately with no prior notice or in an emergency:

- 1) Front Desk or Student Services Staff will determine the urgency of pick-up and will act proactively.
- 2) Staff will endeavour to contact the teacher and student as quickly as possible.
- 3) Parents will wait at Front Desk. (Due to child safety restrictions, parents may not go to classrooms).
- 4) Front Desk will Teams message or call the teacher to advise of an urgent/emergency pick-up occurring.

When a Secondary Years student requests to sign out without parent permission:

- 1) Front Desk or Student Services Staff will direct the student to be seated and wait in the Administration Building waiting area while the parent is contacted.
- 2) Front Desk or Student Services Staff call the parent regarding the request to leave early.
- 3) If permission is granted, the student will sign out through the Student Kiosk (iPads).
- 4) If Front Desk or Student Services Staff are unable to contact the parents, the student is to return to class and remain until the end of the day.

Lunch Drop-Offs and Food Deliveries

To support student wellbeing and reduce disruptions, we ask families to follow these guidelines:

- 1) Lunch should be packed and brought from home each day.
- 2) A fully operational canteen is available, and students can use cash to purchase lunch or online via Flexischools.
- 3) If a student forgets lunch and has no funds, they may speak with Student Services to request a canteen credit.
- 4) Fast food deliveries (e.g. Uber Eats, DoorDash) are not permitted under any circumstances.

- 5) If necessary, families may drop off food at the Front Office—but please note:
 - a) Students may be hard to locate during breaks and may miss out on eating if a delivery is late.
 - b) Fast food is discouraged as the preferred option.
- 6) This information will be shared regularly through our newsletter and learning platforms.

Year 12 Students – Leaving Early During Study Periods

Year 12 students may leave school early under certain conditions:

- They must have a scheduled study session during Lesson 6 or 7, or their teacher is absent with no replacement available.
- They must show their timetable to office staff before signing out.
- They must sign out via the Student Kiosk at Student Services.
- This privilege is monitored, and students must use it responsibly.

After School Hours

The official times for staff on duty at GNLC to supervise students commence at 8.10am and finish at 3.55pm each day. Please note that students on campus outside these times are not supervised by staff and are the responsibility of parents/caregivers.

For safety and when required, a Primary Years student on campus outside of the 'staff duty' times, may be taken to the OSHClub for supervision. Parents will be billed directly by OSHClub for this service. Secondary Years students normally collected from school but still on campus beyond the 'staff duty' times, the College will attempt to contact:

- 1) Parents
- 2) An emergency contact person identified in the school records

If late pick-ups become regular, the College with the approval of the Principal or Head of Campus may consider contacting the police or the Department of Health and Human Services (DHHS) to arrange care and protection if:

- 1) It is well beyond reasonable collection time
- 2) Reasonable attempts to locate a responsible adult have failed
- 3) If DHHS or Victoria Police have taken action to facilitate care for the child