MACKSVILLE HIGH SCHOOL

POLICY STATEMENT

PASS OUTS POLICY

All students needing to leave the school grounds during the day for any good reason are required to bring a note from their parent or guardian explaining why. This note must be written by the parent or guardian and not by the student.

The note must clearly show:-

1. Students name and roll class;
2. A contact phone number in case further information is required;
3. The time of departure and expected return;
4. Reason for leaving school grounds.

NOTE:
• A good reason could include medical, dental appointments or students out of town picking up supplies;
• Pass outs will not be issued to attend personal business in school hours.

These notes are to be given to Deputy Principal or the allocated staff member. before Roll Call. Permission can be refused if not given in by start of Roll Call.

Students will be then issued with a pass out. If the student returns to school they must return the pass out to the office and sign back in and receive a late note to class if required.

Pass outs must be presented on demand. Any student who is out of school without a Pass out will be treated as a truant and dealt with accordingly.

Year 12 students who do not have timetable lessons at the commencement or end of the school day can sign in and out at times to ensure they attend the required lessons. Students will need to comply with pass out requirements if they are required to leave the school grounds at any other time.

February 2010