

STUDENT EARLY DISMISSAL POLICY

Safe, verified and well-organised departure during school hours

OUR COMMITMENT Student safety and wellbeing come first. Parents and guardians must follow the secure early-dismissal process.

1. Advance notification

Notify the school at least two hours before the requested dismissal time and no later than 12:00 PM on the same day.

2. Information required

Student full name, grade/section, dismissal date/time, reason, and name of authorised collector.

3. Student pick-up

Students may not leave alone; collection must be by a parent/guardian or authorised person.

4. Dismissal form and signature

The collector must complete and sign the Early Dismissal Form before release.

5. Identity verification

The school may verify identity and relationship to the student before release.

6. Emergency cases

Contact the school immediately when advance notice is impossible; safety and identity verification remain in place.

7. Record keeping

Record dismissal time, reason, and collector name/identification details.

8. Frequent early dismissals

Repeated early dismissals affecting attendance or progress will be monitored and discussed with parents/guardians.



Principal: _____