

Onehunga High School

EXEAT PROCEDURES FOR STAFF AND STUDENTS

PROCEDURES

- Students may only leave the site during the day with the express permission of a parent or caregiver who is listed on the school's Student Management System (SMS). Students should not contact family members directly seeking to leave school.
- Students should only leave for important or unavoidable matters, to avoid loss of classroom learning.

Illness or injury

- If a student becomes unwell or is injured during the day s/he must report to the school nurse, who will assess and decide on the best course of action.
- If the sick or injured student is to be sent home or for further medical treatment, the school nurse will contact a parent or caregiver and ask them to come to the school to collect the student.

Pre-organised exeat

- If leave during the school day has been organised in advance, the student must take a signed note from a parent or caregiver to the Attendance Office, to sign out and obtain an exeat pass. If the student returns to school during school hours, s/he must return to the Attendance Office to sign back in.

Other exeat

- If a student wishes to leave school during the day due for any other reason, such as personal or family matters, s/he should speak in the first instance with the Dean, a Guidance Counsellor or a member of the Senior Management Team. The staff member may then contact a parent or caregiver.
- If a member of the public comes to the school during the day to collect a student s/he must report to the main office and, unless identification is assured, must provide photo identification such as a drivers' licence. If the person is not a parent or caregiver of the student, as listed on the SMS, the student will not be released.

Staff exeat

- Staff members who wish to leave the site during the day must advise their Head of Department or manager, and let the school reception know their time of departure and time of return.