

# AL-TAQWA COLLEGE

## EARLY DISMISSAL POLICY STATEMENT

### INFORMATION FOR PARENTS

We understand that on occasion parents require their children to be dismissed from school early. Allowing early dismissals causes major disruptions for the entire class, teacher and your child's education. Therefore strict guidelines must be adhered to, the guidelines are as follows.

It is preferred that any medical appointments are made outside of College hours. Early dismissals will only be permitted for students with professional medical appointments and family emergencies. If a child is sick and the parent is called to collect that child, their siblings or other family members will not be permitted to be dismissed. Under no circumstances will a student be permitted to leave school after 2.30pm, during recess or lunchtime. Students will not be dismissed early for sporting events or convenience.

We do understand that occasionally there are instances where early dismissal is required. A written request must be provided, with the reason requesting early dismissal from College. This notice must be handed to the Coordinator's Office prior to the commencement of class. If we have received notice then your child will be waiting for you in the Administration Office, which is of great convenience to you and also the class. If the College has not received prior notice, your request **WILL BE** denied. This process will ensure minimum disruption to the class.

Under the Education and Training Reform Act 2006, absence from school is only allowable under the following circumstances:

- Illness, accident or unavoidable cause
- Absent from Victoria
- Participating in other education or training
- Currently suspended or expelled
- Child disobedience and not the fault of the parent
- Attending a religious event

We would appreciate your cooperation in this matter.

Mr Omar Hallak  
Principal