



STUDENT LEAVING CAMPUS POLICY

Guiding Statements

To provide a safe, welcoming and affirming environment reflecting the school's child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

To provide a safe and secure learning and working environment that meets the needs of all students and staff, and is conducive to high quality learning.

Leaving Campus with Parent/Guardian Permission

If a student has permission to leave campus early from a parent/guardian, e.g. for a medical appointment, the school should have permission from the parent/guardian. Prior to the students' release from campus a senior member of staff should sign an Early Dismissal form.

Medical Issues

If a student needs to leave campus due to a medical issue, they require parents/guardian permission before doing so.

In medical emergencies a student might be taken to hospital but must be accompanied by a member of staff.

Free Periods

Students across all Divisions who have a timetabled free lesson in Period 5 are allowed to leave the school campus to go home. If a student has a mandatory Support Session or CCA commitment, they need to remain on campus. This privilege may be revoked at any time by a member of SLT.

Students are not allowed to leave the school campus in any other period if they have a free lesson e.g. after Year 4s have completed their language exams. During these times students should find a place, such as the Library, to study.

All students must report to school on time, even if they have a free lesson in Period 1.

Senior Division Lunch Pass

Taking into consideration that Year 5s and 6s are mature enough to understand how to use their time wisely and manage their studies responsibly, they are given Holland Village pass to have their lunch offsite.

Students could go to Holland Village during school lunch break; if they do not have lesson in Period 3A, they could leave at 11am, otherwise they leave at 12pm and return by 12.45pm.

Permission from SLT is needed should they need to leave school during their free period at other times.

<i>Prepared By</i>	<i>Approved By</i>	<i>Review and Revised</i>	<i>Reviewed by</i>	<i>Next Review</i>

This is a privilege that comes with conditions. In order for a Year 5/6 student to enjoy Holland Village pass/privilege, he/she is expected to abide by the following code of conduct expected of ACS (International) students:

1. Ensure no classes are skipped
2. Arrive punctually to all classes and school assembly/chapel/House meeting
3. Register exit and entry at the security guard post with their student ID card
4. Not show any public displays of romantic affection:
 - a) Holding hands
 - b) Embracing
 - c) Kissing
5. Wear the prescribed school uniform appropriately at all times:
 - a) Male students should have their shirts tucked in at the waist
 - b) Female students should wear their skirts of the prescribed length
 - c) PE uniform, school-based shirts and non-school based shirts are not to be worn
6. Behave appropriately in public in speech and action

This privilege is withdrawn from a Year 5/6 student by a senior staff or SLT on the basis of any one of these conditions:

1. Student is on academic monitoring (including non-submission of coursework as per IB timeline)
2. Student is on behavior monitoring/contract
3. Student has committed a serious offence
4. Student has violated the Code of Conduct listed above
5. Any other reason at the discretion of a senior staff or SLT

The exclusion period may range between one month to one term.

End of Year Arrangements

Study Leave

During the official study leave period, students are allowed to enter and exit the campus at any time. While on campus students should be engaged in a meaningful activity such as studying, meeting with a teacher or having a short exercise break. If their activities on campus are distracting others, they will be asked to leave.

When students are on campus during study leave, they should be wearing official school uniform, worn in the correct combination i.e. normal school uniform, PE uniform, normal school uniform with House top on. Other combinations are not permitted.

Year 6 – Term 4 Modified Leaving Arrangements

Year 6 can leave school after **their last lesson** of the day. Students must scan their Student Pass at guardhouse when leaving school before 3pm. However, students under monitoring and have been assigned compulsory support will have to attend support which is usually held after school.

On **Monday and Tuesday**, Year 6 students can report to school later, in time for their first lesson of the day.

Wednesday, Thursday, and Friday, all Year 6 have to report to school as usual by 8am for school assembly, Tutor Time/IB Core and chapel respectively.