

EARLY DEPARTURE PROCEDURES

Parents and Learners requesting early departure must adhere to the following procedures:

1. Parents/Guardians must write a letter a day before the scheduled departure and be brought to the office of the Principal and Deputies before 08h30.
2. The letter must have the following details (of Parent(s)/Guardian(s):
 - Name and Surname
 - ID number
 - Signature
3. The letter must indicate the time and who is fetching the child/learner.
4. A parent(s)/Guardian(s) must come to school to fetch his/her child at the time requested
5. The parent fetching the learner must bring along an ID or Driver's licence, if it is someone else other than a registered parent; the person coming to fetch the child must bring an (SAPS) affidavit of the parent which states clearly that the Parent has given permission to fetch the child/Learner.
6. Anyone not adhering to the above procedure will not be granted an early departure permission.
7. No learner may leave the school property without obtaining the necessary permission.
8. The corrective measure for leaving school without permission is a five school days suspension.
9. Only the Principals can grant an early departure permission.

NO CHILD/LEARNER WILL BE RELEASED WITHOUT ADULT SUPERVISION.


(Principal)

1/10/2020
Date

