

Presentation Castleisland



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**Presentation Secondary School**

Church Street, Castleisland, Co. Kerry

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## **Permission to Leave Policy 2024 – 2025**

**This Policy was ratified by the Board of Management on 23<sup>rd</sup> September 2024**



*Our vision is to prepare accomplished, confident and independent young adults, who follow their passions, develop a love of learning and become positive role models in society.*



# Presentation Secondary School

## Castleisland

### Co. Kerry



### Permission to Leave Policy 2024 - 2025

In relation to parental permission being granted to students leaving school during the school day for this academic year 2024-2025, the following are steps, rules and conditions that are to be followed as agreed and laid down by the Board of Management of the school:

- 1) Students are requested to go to their Year Head for approval of their '*Permission to Leave Early*' note on the school app. The recommended times to do this are: before school, at break or at lunch.
- 2) Following this, students must present themselves at the school office prior to their departure and inform the Principal, Deputy Principal or Secretary that they are signing out.

If students have completed the above two steps, they will proceed to step 3. If students have yet to get their app noted approved by their Year Head, the office will inform the student of the location of their Year Head in order for their note to be approved.

**Please note: if a Year Head is absent, the Principal or Deputy Principal will approve the app note.**

- 3) Students can then proceed to sign out at the iPad located outside the front office.

If there is no note on the app, a phone call will be made to a parent/guardian and the student will be signed out manually in the office by the Principal, Deputy Principal or Secretary.

- 4) Students *under 18 years of age* **must** remain on the premises, in the waiting room near the front office, until a parent/guardian or a nominated family member/adult over 18 years of age presents themselves at the front office to either the Principal, Deputy Principal or Secretary.

#### **Important to note:**

- If a student is under 18 years of age, regardless if their appointment/destination is in Castleisland, they must satisfy Step 4 above. In exceptional circumstances, a member of staff will walk the student/s to their appointment/destination in Castleisland.
- If a nominated Guardian, (a person recognised as being outside of the family e.g. a neighbour) is collecting your daughter/daughters, then this person's name must be mentioned in the '*Permission to leave early*' note on the school app.
- **Please note that students aged 18 years of age or over, can leave the school premises unaccompanied, but must complete steps 1 to 3 above first.**

- A leave reason marked as **'OTHER'**, on a *'Permission to leave early'* app note, **must** be accompanied with **an explanation** in the text box provided, in order for that *'Permission to leave early'* note, to be approved by the relevant Year Head. If there is no explanation, the student **will not** be given permission to leave school.

### **Lunchtimes**

- Please note that *'Permission to leave early'* notes from First Year to Fifth Year in relation to lunchbreak each day i.e. **12.35pm to 1.05/1.20pm, will not** be approved by the relevant Year Head.
- Sixth Year students are the **only** exception to this rule around lunchtime, as they have permission to leave the school grounds for lunch, eachday. Therefore, they **are not** required to **sign out or sign in** at lunch break.
- Sixth Year students **are required** to be back on the school premises **five minutes before** the end of lunchtime each day. On Mondays and Tuesdays, students must be back by **1pm** and on Wednesdays, Thursdays and Fridays, students must be back by **1.15pm**.
- Sixth Year students that are late for class after lunch **i.e. not present in class when the bell goes at the end of lunch**, will immediately lose this privilege of going up town at lunchtime, until the next mid-term/end of term break.

The two exceptions to this are as follows:

- 1) If a staff member is talking to a student/s before the bell goes at the end of lunch, resulting in this student/s been late after the final lunch bell.
- 2) If there is a health and safety incident before the bell goes at the end of lunch, resulting in a student been late after the final lunch bell.

In both exceptions, a staff member **must verify** the occurrence and the management of the school has the right to deem what is considered a reasonable health and safety incident, resulting in a student/s been late after the final bell at lunch.

Signed: \_\_\_\_\_

**Chairperson of the Board of Management**

Signed: \_\_\_\_\_

**Principal/Secretary to the Board of Management**

Date: \_\_\_\_\_

23/9/24

Date: \_\_\_\_\_

23/9/24