



## Coolum State High School

Havana Road East Coolum Beach Qld 4573

Telephone: +61 7 5471 5333 | Email: [admin@coolumshs.eq.edu.au](mailto:admin@coolumshs.eq.edu.au) | [www.coolumshs.eq.edu.au](http://www.coolumshs.eq.edu.au)

The Queensland Department of Education trading as: Education Queensland International (EQI)

CRICOS Registration Number 00608A

### **Early Departure Policy**

At Coolum State High School, in-class learning is paramount between 8.30am and 2.45pm. All students and their families are encouraged to schedule appointments outside of these hours.

Any student who is required to leave school between 8.30am and 2.45pm must be met at the Administration Office by a parent/guardian, or nominated emergency contact, to ensure that the school exercises its duty of care.

This process will apply to all students, including those who need to leave school due to illness, with the only exception being students who must leave the school grounds for school-based apprenticeships, traineeships or work experience, flexible learning agreements, or senior students on exam blocks.

Should it be necessary that a student leave the school grounds during class-time, they must have a written and dated note to be released from class.