



Spencer Park Primary School

Children Being Collected from the School by An Adult During School Times Procedure

PARENTS

When collecting a child from the school during the school day parents or carers must present themselves at the school office to complete an leave form. They will then be directed to where their child will be at that time. Office staff will update Integris.

TEACHERS

Parents arriving during school to pick up their child should have first obtained written clearance via the leave form from the front office. If there is any conflict in relation to this, the front office is to be contacted as soon as is possible whereby, an administrator will follow up to ensure the child has been collected by the appropriate adult and remind them of the appropriate procedure.

