



the Greek Community of Melbourne's  
**Language & Culture Schools**

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## Drop off, Pick up and Notification of Absence Policy

### PURPOSE

**The Greek Community of Melbourne's Language & Culture Schools** aims to provide clear communication procedures to our school community in regards to dropping off and picking up children during and after school hours, as well as notifying school staff or families of a child's absence. Families and staff are required to follow these specific procedures to ensure the safety, well-being and appropriate care of our students. All processes and regulations allow the school staff to monitor and follow-up student attendance, delivery, and departure from the school premises.

### SCOPE

This policy applies to all students that attend the Greek Community of Melbourne's (GCM) Schools. All guidelines address how **The Greek Community of Melbourne's Language and Culture Schools** are committed to ensuring safe, effective, and smooth transitions of our students to and from each school campus.

### POLICY

#### *Absence Procedures*

For absences where there is no exemption in place, parents are expected to notify the classroom teacher primarily and/or the school coordinator alternatively via phone or email on each occasion.

Teachers will mark the attendance role within the initial 30 minutes of the lesson and inform the campus coordinator of all students absent on the day. It is the responsibility of the class teacher and school coordinator to assure the attendance role is up to date.

If a student is absent on a particular day and the school has not been previously notified by the parent, the school coordinator will inform parents/guardians of the absence as soon as practicable via email / text message.

## *Drop-off Procedures*

Students are to be dropped off at the designated assembly area of each campus. On arrival, the parent/guardian dropping off the child must ensure that the teacher/coordinator/principal is aware of the child's presence before leaving the school premises.

Any particular requirements for the day or any changes as to whom will collect the child, should be communicated from the parents/guardians to the school staff.

Should a child require medication of any kind, parents/guardians should inform the classroom teachers during drop-off. It is the teachers' responsibility to also make sure that students with asthma or anaphylaxis, have their asthma inhaler or epi-pen with them every single time.

Any children arriving after the school assembly, **need to sign-in prior to entering their classroom.**

## *Pick-up Procedures (During School Hours)*

Students are to be picked up at the designated assembly area of each campus. During pick up, parents are asked to follow the parking/driving arrangements specified by the campus and act in a kind, respectful and appropriate manner. Prompt and safe pick-up during dismissal is a result of the school's and family's cooperation.

The school must only allow students to be collected by their parent/guardian (subject to any specific court orders). If a person other than the parent/guardian is authorised to pick-up a student, the parent/guardian must inform the teacher and/or coordinator of this change prior to pick-up in writing via email or text message. Phone calls and verbal permission for new authorised nominees will only be accepted if staff can identify person on the phone as the legal parent/guardian.

If parents/guardians intend to authorise a person to be permanently allowed to pick-up their child, the requirement is that they email the school coordinator with the name of their child, the name / relationship to the child / phone number of the person allowed to pick-up the child and the indication that they would like this authorised person to be added to the child's emergency contact list.

If parents need to collect their child earlier than dismissal time, they are required to inform the classroom teacher and/or campus coordinator prior to pick-up time and sign out their child through school website. Upon arrival, parents/guardians are required to check-into the office/staffroom and record the details of when a student has been collected early from school including: the date and time, the reason for collection and the person who picked-up the child (including this person's signature). This way, the school is always aware of any visitors on site and is able to ensure the safety of all its students.

### *Pick-up Procedures (After School Hours)*

Staff should be notified if the person (parent/guardian/authorised nominee) picking-up the child will be at the school premises beyond the designated collection time (exceeding 10 minutes). The child will be informed to avoid anxiety and will be waiting in the office/staffroom.

Parents/guardians that are running late and have not notified the school coordinator, will be contacted to confirm Estimated Time of Arrival at the school campus.

In the extreme case, where a child has not been picked-up beyond reasonable collection time and all authorised nominees have been called with no response, the school coordinator/principal will contact the Police informing them of the situation and follow further instructions.

### **REVIEW CYCLE**

This policy was last updated on 10/8/2024 and is scheduled for review on 1/08/2026.