



Policy

Guideline/Procedure no:

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Students Remaining on Campus

Purpose

Good Counsel College has a duty of care to all enrolled students during the school day. The College's School Student Supervision Policy establishes that this duty is non-delegable, the College is responsible for taking reasonable care for student safety while students are in its care, including during all break periods.

This policy establishes the expectation that students remain on campus from their arrival at school until formal dismissal each school day and sets out the limited circumstances in which a student may be permitted to leave during school hours.

This policy should be read in conjunction with the GCC Student Attendance Policy, which requires students to remain at school during school hours, and the GCC Student Sign-In & Sign-Out Procedure, which governs the process for any approved departure and return.

Scope

This policy applies to all students enrolled at Good Counsel College from their arrival at school until formal dismissal each day, including during break times (recess and lunch) and before school from 8:00 am.

Policy Statement

Students are required to remain on the College campus for the full duration of the school day, including all break periods. This applies regardless of any parental or carer consent provided to the contrary.

The College's duty of care to students does not cease during break periods. Students on campus, whether in class or at recess and lunch, remain under the College's supervision and the College takes this responsibility seriously. The College operates designated supervised zones during break times as part of its duty of care framework. A student who leaves campus exits that supervised system, and the College cannot discharge its duty of care in respect of a student who is off campus without authorisation.

Parental or carer permission alone does not constitute sufficient grounds for a student to leave the College campus during school hours. Consistent with the GCC Student Attendance Policy, both parental/carers permission and College approval are required before a student may leave. A standing, open-ended consent does not satisfy this requirement. Each departure must be specifically approved by the College in accordance with the process outlined in this policy.

Student Responsibilities

- Remain within the College grounds at all times during the school day, including during all break periods and before school from 8:00 am.
- Not leave campus during school hours without prior College approval.
- Where College approval has been granted to leave campus, obtain a green note from their Wellbeing Leader before proceeding to the Administration Office to sign out.
- Sign back in at the Administration Office upon returning to campus.
- Students who leave campus without approval will be recorded as an unexplained absence. Truancy is a serious breach of College expectations and will be dealt with in accordance with the Student Attendance Policy.

Approved Exceptions

The College recognises that genuine circumstances may arise where a student needs to leave campus during school hours. Exceptions may be granted on a case-by-case basis at the discretion of the College. Approved exceptions include:

- Medical appointments or illness — where a student must attend a medical, dental, or allied health appointment, or is unwell and needs to be collected by a parent or carer.
- Caring responsibilities — where a student has a documented and ongoing obligation to care for an immediate family member (e.g. a parent or sibling).
- Compassionate grounds — such as a family bereavement, emergency, or other significant personal circumstances, as assessed by the College.
- Other extenuating circumstances — any situation that the Principal or Assistant Principal – Wellbeing considers warrants an exception, having regard to the individual student's circumstances.

Exceptions will not be granted for general convenience or lifestyle preference. A standing, open-ended parental consent does not constitute an approved exception, each request must be specific to the circumstances and approved by the College in advance.

Process for Requesting an Exception

Where a student needs to leave campus during school hours, the following process applies:

- A parent or carer must contact the College in advance (or as soon as practicable) to request approval for the student to leave, providing the reason and the expected time of departure and return.
- Requests must be made directly with the student's Wellbeing Leader or the Administration Office.
- If approved, the student's Wellbeing Leader will issue a green note authorising the student to sign out at Administration Office.
- The student must sign out at the Administration Office before leaving campus.
- On return, the student must report to the Administration Office to sign back in.
- Where a student will not be returning to school on the same day, this must be communicated to the College at the time of the request.
- Where a parent or carer other than the usual contact will be collecting the student, or where the student is making their own way (e.g. walking to an appointment), confirmation of this arrangement must be provided to the College by the parent or carer.

Consequences

Remaining on campus for the duration of the school day is a condition of enrolment at Good Counsel College. Students who leave campus without approval may be subject to:

- Recording of an unexplained absence for the relevant period
- Notification to parents or carers
- **Lunchtime detention**, administered by the student's Wellbeing Leader or Assistant Principal – Wellbeing.
- A re-entry interview with parents/carers for repeated or serious breaches
- Further disciplinary consequences at the discretion of the Assistant Principal – Wellbeing.

Enquiries

Enquiries about this policy must be made with the Assistant Principal – Wellbeing.

See Also

GCC Student Attendance Policy
 GCC Student Sign-In & Sign-Out Procedure
 GCC School Student Supervision Procedure