

Inspiring Training Academy PTY LTD Early Departure Policy v1

Policy Statement:

Inspiring Training Academy (ITA) is committed to ensuring the safety and well-being of all students. To maintain a secure learning environment, students who wish to leave early must follow the procedures outlined below.

Procedure for Early Departure:

1. Notification & Permission:

- Should a student wish to leave before their scheduled dismissal time, their parent or guardian must be notified and provide permission before the student is allowed to leave.
- Parental permission must be given in writing (e.g., email or signed note) or via a phone call to ITA's administration.

2. Approval Process:

- Students must inform their trainer of their request to leave early,
 - *Boronia Campus* students attend the office for signing out
- ITA administration will contact the parent/guardian to verify and obtain permission.
 - *Campus's other than Boronia* – the trainer will contact the parent/guardian
- The student will only be permitted to leave once confirmation has been received.
- ITA is also obligated to inform the student's school of any changes in the student's attendance

3. Sign-Out Procedure:

- *Boronia Campus* Students must sign out in the office before leaving the premises.

4. Emergency Situations:

- In case of an emergency where a student needs to leave immediately, ITA will contact the parent/guardian as soon as possible to inform them of the situation then the Secondary School

Compliance & Enforcement:

- Should a student leave without following this policy their parent/guardian and school will be notified immediately.
- ITA reserves the right to deny early departure if permission cannot be obtained.

This policy ensures the safety of all students whilst maintaining clear communication with parents, guardians and secondary schools.

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