PINNACLE
ACADEMIC COLLEGE

Student Supervision On Campus Policy 2027

Student Supervision On Campus Policy 2027

STUDENT SUPERVISION ON CAMPUS POLICY

Pinnacle Academic College ensures safety of students by having a daily Sign-In/Sign-Out Sheet that Parent/Carers write their name and signature at Drop Off and Pick Up times. This document is kept on file for future records and Child Protection purposes.

Pinnacle Academic College is committed to the safety of all students and requires Parent/Carers to adhere to the following procedures when arriving and leaving the College Grounds.

- ALL students must be signed **IN** and **OUT** each day by a Parent/Carer and escorted to and from the College Grounds by this Parent/Carer.
- Those Parent/Carers utilising the Car Park are required to escort their child/children along the footpath to the side gate facing Narangba Road to walk across the playground behind the building, to the sign in area.
- At Pick Up Time, the Parent/Carer will wait outside the classroom entry to sign the child out to then escort them out of the school grounds.

PARENT COMMITMENT

No student will be released unless they have been signed out by a Parent/Carer who is the natural parent, a guardian by court order or a carer assigned via this form by a Parent/Carer.

Parent/Carer Commitment for Campus Student Supervision Procedure

I _____ will ensure to follow the On Campus Student Supervision Policy
(Parent/Carer full name)

procedures to safely drop off and pick up my child/children each day.

At Drop Off time, I will escort my child/children from the carpark to the sign in area, and at Pick Up time, I will wait outside the classroom entry to collect and sign out my child/children to escort them back to the carpark. I acknowledge that I cannot Drop Off or Pick Up children without signing in and out each day.

Name of child/children:

Child 1: _____ Child 2: _____

Child 3: _____ Child 4: _____

Child 5: _____ Child 6: _____

Parent/Carer Full Name: _____

Parent/Carer Signature: _____ Date: _____

Student Supervision On Campus Policy 2027

PINNACLE ACADEMIC COLLEGE

ADDITIONAL AUTHORISATIONS FOR PICK UP AND DROP OFF

Parent/Carer Commitment for Campus Student Supervision Procedure

I _____ nominate the following person/s to drop off / or pick up my children:

(Parent/Carer full name)

Nominee 1: _____ Phone: _____

☐ on the following date/s _____

☐ on an ongoing basis.

Nominee 2: _____ Phone:_____

☐ on the following date/s _____

☐ on an ongoing basis.

Nominee 3: _____ Phone: _____

☐ on the following date/s _____

☐ on an ongoing basis.

My stated Nominee/s will ensure to follow the Student Supervision On Campus Policy procedures to safely drop off and pick up my child/children each day.

At Drop Off time, they will escort my child/children from the carpark to the sign in area, and at Pick Up time, they will wait outside the classroom entry to collect and sign out my child/children to escort them back to the carpark.

I acknowledge that they cannot Drop Off or Pick Up my children without signing them in and out each day.

Parent/Carer Full Name: _____

Parent/Carer Signature: _____ Date: _____