



School Departure

How does my student leave school early?

- The office must be notified before 11AM of student/s early departure via phone: **07 3489 2333**, email: **info@mabelparkshs.eq.edu.au** or a signed note.
- Student/s are to present to the office before school or at first break to receive their 'leave request slip'.
- Students are to show their subject teacher their 'leave request slip' at the beginning of the lesson. Students will only be released from their classroom at the approved time.
- Student/s are to present to the office with their leave request to be signed out by administration staff.
- Student/s can not leave school without a leave pass.
- Where possible all appointments should be made outside of school hours.