



## Collecting students after class

Please note that as a “Duty of Care” and for the safety of all students –students attending an INAP VET Course at Annesley College must exit at the end of the class via the **Boarding House** – which means that parents/carers will need to pick up from Greenhill Road.

### **Punctuality/Attendance**

INAP Programs are delivered at a variety of locations and at different times. It is the student’s responsibility to ensure that they arrive on time for commencement of each training session.

**It is very disruptive to the trainer and the class if students arrive late.**

- Parents/students please ensure that arrangements are in place for collection/pick up of student’s at the end of the training session. **Note: trainers are not necessarily able to wait until all the students have been collected at the conclusion of a class. If a parent/carer is running late to pick up a student, please notify the trainer or student ASAP.**
- Students are expected to attend **ALL** training sessions. **If unable to attend it is the student’s responsibility to inform their school, the Trainer of their VET course and INAP, by phone.**
- Note: VET lessons **must** take priority over sporting and social activities and casual employment.
- Missing three sessions **may** result in withdrawal from the course.
- It is the student’s responsibility to follow up with the trainer to catch up on any **work** missed.

**Many thanks**