

St Stanislaus' College

Boarder's Day Leave Permission

SEMESTER ____ **YEAR** _____

STUDENT: _____

YEAR: _____

I give my son/ward permission to go out on **DAY LEAVE** (not **Overnight Leave**) with the following people. I understand that this permission is granted at the discretion of either my sons *Houseparent* or the *Duty Houseparent* as per the Procedures noted on the back of this form.

I have been in personal contact with the people listed below and it is understood that these people have legal responsibility of my son while he is in their care.

Students will normally **NOT** be allowed on **DAY LEAVE** during:- study time, sporting commitments or Boarding Community Activities. When Leave extends into the evening of a weekend, in particular Saturday Night, **expressed** permission must be obtained by the student from the Duty Housemaster and normally this leave will extend no later than 10.30 pm.

NAME & RELATIONSHIP:	ADDRESS:	PHONE NO:

Note: Students on any form of Leave from the College are expected to uphold the rules and Regulations of the College.

SIGNATURE OF PARENT/GUARDIAN:..... **DATE:** / /

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Boarding House Students ***Day Leave Permission Procedure***

DAY LEAVE:- includes all types of "social" leave and does not include Overnight Leave which can only be given by the Headmaster. Examples of Day Leave:- out to tea with Parents/Family/Friends, visits to the homes of Day Boys or other family, outings with friends or relatives.

In order for a Boarder to obtain Day Leave Permission, the following Procedure is to be followed:-

1. The appropriate current Parental Permission note is on file with the College. The fact that this permission note is on file does not automatically allow the student to sign-out as the wish, the procedure below **must** be followed.

2. The individual Students' Houseparent or the Duty Houseparent has given verbal permission for the leave to take place and it is noted on the Sign-Out Register.

3. The people that are taking the student out on leave must be adults and must sign the "Sign-Out Register" both when taking the student from the College and when returning them, noting the date and time of both departure and return.

4. When the Student returns, he reports to the *Duty Houseparent* and informs them of his return.

NAME & RELATIONSHIP:	ADDRESS:	PHONE NO: