St Stanislaus' College
Boarders' Day Leave Permission

SEMESTER _____ 2013

STUDENT NAME: _____ *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 son's 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, **express** permission must be obtained by the student from the Duty Houseparent and normally this leave will extend no later than 10.30pm.

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:……..

Boarding House Students' Day Leave Permission Procedures

DAY LEAVE **includes all types of 'social' leave and does not include Overnight Leave, which can only be given by the Head of College. 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 Permissions, 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 they wish. The procedure below **must** be followed.

2. The individual student's 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 (over 18) and must sign the Sign Out Register, both when taking the student from the College and when returning the student to the College, noting the date and time of both departure and return.

4. When the student returns, he must report to the Duty Houseparent and inform them of his return.

NAME & RELATIONSHIP	ADDRESS	PHONE NO