



ST STANISLAUS' COLLEGE

BOARDERS' OVERNIGHT LEAVE REQUEST FORM

Overnight leave requests are to be submitted for consideration by the Head of College NO LATER THAN 3.30pm the Wednesday before the weekend in question. Requests received after this time WILL NOT be granted.

Email: boardersleave@stannies.com

Facsimile No: 02 6334 4285

| STUDENT DETAILS | | | | | |
|---|-------------------------------|--|---------------------|------------------------------|-----------------------------|
| <i>It is the expectation of the College that your son meets his Saturday co-curricular sporting commitment (if applicable). Please note that overnight leave will not be granted if this commitment cannot be honoured.</i> | | | | | |
| Student's Name | | | | Year Group | |
| Parent Names | | | | | |
| Address | | | | | |
| Contact Number | | | | | |
| Travel desintation | Home <input type="checkbox"/> | Staying Elsewhere <input type="checkbox"/> | Sporting Commitment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| HOST FAMILY CONTACT DETAILS | |
|--|--|
| It is the expectation of the College that if your son is staying with another family, that you have made contact with this family regarding the activities your son will be involved in over the course of the weekend. AN EMAIL MUST BE RECEIVED BY THE COLLEGE FROM THE HOST FAMILY via boardersleave@stannies.com | |
| <input type="checkbox"/> Yes, I have made contact with the people my son is going on leave with. | |
| Host Family Name | |
| Host Family Address | |
| Host Contact Number | |

| LEAVE DETAILS | | | |
|--|--|--|---------------------------------|
| Date leaving | | Time leaving | |
| Date returning | | Time returning* | |
| *If later than 5pm, please give reason: | | | |
| Mode of Transport | <input type="checkbox"/> NSW TrainLink | <input type="checkbox"/> Collected Privately | <input type="checkbox"/> Other: |
| To assist with booking, please specify nearest NSW TrainLink Pick up/Drop off point: | | | |
| Reason for Leave | | | |

| | |
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| Signature Parent/Guardian making request | |
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Day Leave requests are to be directed to the Director of Boarding or Duty Houseparent.

BOARDERS' OVERNIGHT LEAVE PERMISSION PROCEDURES

In order for a Boarder to obtain Overnight Leave permission, the following procedure is to be followed:

1. If your son is staying with someone other than his parents/guardian, an email must also be received from the host family.
2. The Host signing out the Boarder must be over 18 years of age and MUST sign the Overnight Leave Sign Out register, both when taking the student from the College and upon return, noting the date and time of departure and return.
3. The student MUST be signed out in the presence of the Duty Houseparent or Boarding House Supervisor.
4. The student MUST report to the Duty Houseparent or Boarding House Supervisor and inform them of his return.
5. Day Leave requests are to be directed to the Head of Boarding or Duty Houseparent.

As a condition of this leave, attendance at sporting commitments are compulsory.

Students must return to the College no later than 5pm Sunday.