



# St Paul's Collegiate School

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Dear Host

## Re: Care and Welfare of Boarders on Leave

The safety and welfare of our boarders are a priority. To support us in this delegated parental responsibility, we ask that you follow the procedures set out below.

Adults who host a boarder on leave need to be aware that they assume full responsibility for the boarder they are hosting whilst the boarder is in their care. Host adults have an obligation to ensure the responsible supervision of boarders who stay with them during leave: please be aware that St Paul's is released of its responsibility for boarders on these occasions. If a boarder breaks the law during leave the School reserves the right to impose disciplinary consequences for bringing the name of the School into disrepute.

The conditions under which leave is approved for a boarder to visit a host family are:

- The boarder will only travel in a vehicle driven by a driver holding a full licence.
- The boarder will sleep in host family accommodation where a parent is also present and staying in the accommodation overnight.
- The boarder will not be permitted to smoke, or to consume drugs or alcohol.
- The host will report any misbehaviour or lack of cooperation to the Housemaster.
- The host remains responsible for the welfare of the boarder until the boarder is returned to the care of the School, which will not be before 6:00pm on Sunday or 6:00pm on the night boarders return to School following an Exeat Weekend.

If you wish to host a boarder on leave please complete a "Host Details" form and return it to the boarder's Housemaster. These arrangements need to be received no later than **9:00am** Thursday prior to the weekend for which leave is sought. Please note that all leave is subject to approval by the Housemaster.

If you have any questions or concerns, please contact the relevant Housemaster:

Clark Housemaster	0212758532
Sargood Housemaster	0212758531
Williams Housemaster	0212758534
Harington Boarding Housemaster	0212304418

Thank you for your cooperation and support.

Yours sincerely

Andrew Constable  
BOARDING ADMINISTRATOR