



St Paul's Collegiate School

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Dear Parent/Caregiver

Re: Boarders' Leave Arrangements

You have entrusted your child to us as a boarder, and 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 when requesting leave for your son or daughter.

All applications for overnight leave must be **in writing** and received by **9:00am** Thursday prior to the weekend for which leave is sought. The information required by the Housemaster when he or she considers an application for leave is as follows:

1. the day and time of departure;
2. the method of transport to be used;
3. the name and licence status of the driver with whom the boarder will be travelling if the boarder is travelling by private transport;
4. details of the person with whom the boarder will be staying (if this is not the boarder's parent, a separate written invitation must also be received from the adult with whom the boarder will be staying);
5. a phone number on which the boarder can be contacted.

Note: Leave forms, including a form for hosts to complete, are available for download from the Boarding page on the St Paul's website. An email is acceptable if all of the details listed above are contained in the email. All leave is subject to approval by the Housemaster.

Parents are expected to give their full support to School and House policies and procedures when considering details of leave for their son or daughter. **It is crucial that parents take every reasonable step to ensure their son or daughter will be adequately supervised whilst on leave.**

Parents are asked to be vigilant when making leave arrangements if their teenager will not be staying with them. Such circumstances must be drawn to the Housemaster's attention at the time leave is requested. Likewise, any change to leave arrangements must be communicated to the Housemaster as soon as possible.

Parents and other host adults have an obligation to ensure the responsible supervision of boarders who are on Weekend Leave, and at Exeat Weekends: 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.

If you have any questions or concerns regarding leave, please contact your child's Housemaster.

Thank you for your cooperation and support.

Yours sincerely

Andrew Constable
BOARDING ADMINISTRATOR