Late Arrival/Early Leave

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**Study Time Requested**

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<th>Period (s)</th>
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**Day Boy Parent Approval**

Parent Name (Printed)

Parent Signature: __________________________ Date: __________

**Director of Pastoral Care/Housemaster Approval**

Housemaster’s Signature: __________________________ Date: __________

*Please submit completed form to Deputy Headmaster*
Application for Late Arrival or Early Departure from School – Year 12 Students Only

Year 12 students who have rostered study periods at the beginning or end of the academic day may apply to study at home or in their boarding house for those blocks of time.

This applies to blocks of time involving the first two or three periods and the last two or one period(s). This arrangement involves arriving late or leaving early and does not involve passage to and from home or boarding houses during the day.

**Students wishing to apply for this need to follow these steps:**

1. Identify the time periods involved in the table overleaf;
2. Seek parental permission (day boys require a parent signature in the space allocated on this sheet). Boarders require the return of the attached ‘letter to parents’ with their signature. This letter should be attached to the sheet.
3. Seek Housemaster approval (signature on this sheet)
4. Submit application the to Deputy Headmaster
5. Remember to sign in/out of the late book in the General Office.
To Year 12 Boarder Parents

Year 12 students who have rostered study periods at the beginning or end of the academic day may apply to study in their boarding house for those blocks of times.

This applies only to blocks of time involving the first two or three periods and the last two or one period(s). This arrangement involves leaving the boarding house late or returning early and does not involve passage to and from home or boarding houses during the day.

During allocated study periods Year 12 students will be given the responsibility to organise their own study time but are expected to be in the Library Study Centre, a particular department (eg. Design & Technology, Music). In this way it is hoped that our senior students will make the appropriate decisions to maintain the trust inherent in such a system. Boys may elect or be required to be part of the more formal “sign in” system that will still operate for Year 11.

Day boys have, in the past, been able to apply to arrive late or leave early if they have blocks of time allocated to study at the beginning and end of the academic day. This will be extended to Boarders whereby parents may give their sons approval to study in their Houses during these times. It is important that boarders and their parents realise that there will be no returning to the house during the middle of the day in the case of a study period, only at the beginning and end of the academic day, as arranged.

Housemasters are required to give their approval to such an arrangement and have the right to withdraw it if it is unsuccessful.

**Parents should note that in giving approval they understand that there is no supervision in the houses during these periods and this arrangement is relying on the trust put into those who choose to use it to behave appropriately and make good use of the study time.**

Should you wish to give your son approval I ask that you complete the section below and return it to me.

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Alan Jones  
Deputy Headmaster  
24 January 2014

**FAX: 6776 5830**

I give my son __________________________ permission to apply to study in his Boarding House in the times identified by him at the beginning and end of an academic day. I understand that this arrangement does not involve direct supervision.

Signature:

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Full name: Date