

Sign Out List for

- Day Leave
- Midweek Overnight Leave
- Weekend Leave

Dear Parent/Guardian

The residential college is not responsible for your child's care and wellbeing when they stay with you, nor is it responsible when you place them in the care of any other person. You need to ensure that the people listed on your *Sign Out List* (see overleaf) are known to you, trustworthy and will be responsible for your child's wellbeing and safety.

Please see 'Leave Under Another's Care' in the Parent Handbook for more information and conditions of leave.

Day Leave

Your child will be able to go on *Day Leave* with anyone on your *Sign Out List* provided that he or she has no prior or conflicting commitment and is not subject to a disciplinary 'gating'.

The person who will be looking after your child whilst on leave needs to personally visit college reception to sign your child out.

Midweek Overnight Leave

Midweek Overnight Leave is only permitted for school purposes or excursions, or to stay with you or immediate relatives. The procedure for obtaining permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*.

Weekend Leave

The *Sign Out List* allows your child to be placed under the care of those persons listed for weekend leave (i.e. from 3.30 pm Friday until 8.30 am Monday), providing an 'Application for Weekend Leave' has been completed by your child and handed to the supervisor's reception.

The person who will be looking after your child whilst on leave needs to personally visit college reception to sign your child out and to sign your child back in.

Please Note

Parents may, at any time, add/delete names from the *Sign Out List* but must do so by personally contacting college reception.

Please complete and return the *Sign Out List* so that it may be kept with student records at the College.

Sign Out List

For Day Leave, Midweek Overnight Leave, and Weekend Leave

FOR STUDENT: _____

Name	Address	Telephone

Special Conditions Applied by Parents/Staff:

Parent/Guardian's Signature

Staff Signature

Date _____