

STUDENT LEAVE POLICY

Northam Residential College requires students to obtain parental permission to leave the college grounds to engage in a variety of personal, social, sporting and community activities. Students are encouraged to participate in outside activities and in doing so, undertake to adhere to College rules and appropriate behavioural standards when away from the College.

The following types of leave are available:

- local leave
- town leave
- day leave and
- overnight leave.

As part of the College's duty of care responsibilities parents/guardians are advised to access their child's safety and wellbeing prior to granting leave away from the College environs.

Students requesting local leave or town leave are restricted to using designated walking routes and are not to go outside of the designated boundaries. (See map for approved College boundaries.)

Students requesting overnight leave must obtain parental permission at least two (2) days prior to the leave commencing. This enables the boarding supervisors to verify the validity of all leave requests, and to confirm arrangements with the relevant parties.

Where leave requests relate to weekends recognised by college staff, as *At Risk Weekends*, all student leave requests will be verified for authenticity. *At Risk Weekends* include, but are not limited to, the School Ball, Mardi Gras, Avon Descent, Field Days and Agricultural Show weekends.

Students wishing to take any type of leave must ensure all permission slips are signed by parents prior to accessing leave provisions. Individual permission slips can be obtained from the boarding supervisor's office in the College, or by downloads via www.northamresidential.com.au

Local Leave

Local leave may be granted on a daily basis for activities such as:

- visits to the town centre for a specific purpose

bike riding

skateboard activities

accompanied walks with another person.

Local leave is for one (1) hour duration with the exception for town leave where there is a specific purpose.

Students accessing local leave must be accompanied by at least one other college student and where possible, carry a mobile phone.

Students are required to return to the College by 5.00pm.

Town Leave

Visits to town are designed for students to replenish personal and educational items, and to attend to health or personal matters. It is not granted for visiting parks, homes of friends and adults or attending the cinema.

Town leave is available for all eligible students each Thursday from 2.30pm to 5.00pm and on Saturday mornings from 9.00am to 12 noon.

Students on town leave must remain in groups of at least three (3) other students.

Students accessing town leave are not to be in the company of an adult who is not:

on the student's sign-out list;

does not have parents/guardians or college staff's permission.

Year 12 students, with the relevant permission, may walk to town on their own any day of the week.

Day Leave

Day leave may be taken for trips to town, watching movies, football, netball, cricket, hockey matches, visiting the swimming pool or friends and relations. Students are to provide a contact number and address, where applicable, and visits to friends and relatives must have the host/s consent.

Day leave is restricted to a period of five hours.

Students may request day leave on either a Saturday or Sunday, but not both days. Students are to return to the college by 5.30pm.

Students in Year 8 or lower may **only** leave the College in the company of their parents or an approved host.

Mid week trips to town may only be taken for a specific purpose i.e. medical or matters of an unanticipated nature.

Overnight Leave

Overnight leave, other than for a closed weekend, is a privilege. Students are not to assume that leave will be automatically granted.

Overnight leave is permitted only on weekends and students are required to obtain permission from their parents and the boarding supervisor/college manager. Parents are asked to consider each leave request carefully.

Students on overnight leave are not to return to the College while on overnight leave.

Completed Overnight Leave Request forms must be received in person or by facsimile prior to Thursday 5.00pm.

Blank, pre-signed forms are **not** an acceptable way of requesting permission. Parents/guardians or approved hosts must sign-out each student, and on their return must complete the College's sign-in formalities.

Unless agreed to by college staff, and with prior approval, return time to the College is no later than 5.30pm on Sunday.