PARENT APPROVED WEEKEND EXEAT LEAVE

**POLICY:** Exeat leave for boarders is for weekends only. Boarders may only spend a weekend Exeat with a Host/Hostess approved in writing or by a telephone call to the Head of Boarding by a parent/guardian.

Parents are welcome to visit their children or to take them out whenever they are in town but are requested to phone ahead so that arrangements can be made for students to fulfil responsibilities such as homework and duties.

Anyone, including parents, taking boarders out on leave must report to the staff member on duty at the Boarding Office when collecting and returning boarders. This will ensure that the College can execute its responsibility of knowing that residents are in good care at all times, and where boarders are at all times.

Only those people personally known to you should be placed on your son/daughter’s Host/Hostess list. If a boarder wishes to include a person with whom you are not acquainted, then you should ask your son/daughter for information about them and contact them before an addition to the approved Host/Hostess list is made.

Additions to the Host/Hostess list should be made before your son/daughter requests permission for Exeat Leave with a new Host/Hostess. This should include name, address and contact telephone numbers.

New Host/Hostess lists need to be provided at the beginning of each year in the parent/guardian’s handwriting. Authorisation in writing for names to be added to the list should be sent directly to the Head of Boarding and should not be directed through your son/daughter.

The responsibility for a student is in the hands of the person you have approved as Host/Hostess from the time they sign your son/daughter out until the time they are returned to the College and signed back in. Students must be signed out each time they go on leave and returned by the same person.

It would be appreciated if Host/Hostess Form could be returned to the school as soon as possible to enable the Heads of Boarding to process them before your son/daughter wishes to take leave.

**Please note: All previous lists will be disregarded.**