



6 May 2020

Dear Parents/Caregivers and Students,

## YEAR 11 LEAVING EARLY PRIVILEGES

As Year 11 have now settled into senior study there are occasions when their timetable may allow for variation of attendance. These include:

- Attending TAFE/University
- Attending classes scheduled after 2.15pm
- Study periods during Periods 5 and/or 6

During these times students, may be granted permission to leave the campus outside our usual school hours of 7:55am and 2:15pm. Due to legal requirements and duty of care policies the College is required to know where students are during the school day. Thus, we need to formalise the procedures that allow students to leave the College within these hours. Therefore, you are required to complete the variation of routine permission slip included and have your son/daughter return it to their homeroom teacher as soon as possible.

If this form is not completed a student is required to be at school by 7.55am (first bell) and remain until 2.15pm each day of the week. If your son/daughter has permission to leave but decides to remain on school premises they must report to the Administration Office so that we have a record of their movement in case of emergency or the need to contact them.

It is an understanding that if a student has permission to leave early that this not to be regarded as free-time but an opportunity to work on assessment tasks or be involved in extra study. Please note that on occasions the student body may be granted permission to leave school early on a Thursday afternoon.

**All students** are to be at school by 7.55am, as per the scheduled commencement of the school day; variation of attendance does not apply before 12 midday, unless a student is attending an external course at TAFE or University. If you require more details about this information, please contact either Miss Carolyn Cairns – Leader of Learning or Ms Lisa Burke - Student Learning Liaison on 9208-7200.

Sincerely,

*J Fanning*

**Jim Fanning**  
Principal

**Peter Regan**  
Assistant Principal

**Student Name** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

**Please indicate if you give permission for your child to leave the campus early, 12:00pm onwards should they not have scheduled lessons. (for your information, please see son/daughter's timetable for day(s) and time(s).)**

Yes  No

\_\_\_\_\_  
*Signature of parent/caregiver*

\_\_\_\_\_  
*Printed name of parent/caregiver*

\_\_\_\_\_  
*Date*

**Please indicate if you give permission for your child to be dismissed at 12:00pm onwards on Thursday, should Learning Enrichment activities not be scheduled or finish earlier than 2:15pm.**

Yes  No

\_\_\_\_\_  
*Signature of parent/caregiver*

\_\_\_\_\_  
*Printed name of parent/caregiver*

\_\_\_\_\_  
*Date*