

Student Leave

CityBeach

Article I. **LEAVE WHILE UNDER COLLEGE CARE**

Different leave arrangements enable students to participate in a range of sporting, cultural and social activities held outside school hours and away from the residential college. With permission you will be able to utilise the nearby football oval and the outdoor sporting facilities in the grounds of the former City Beach Senior High School and also go to Floreat Forum for banking and shopping.

Section 1.01 Leaving Residential College Grounds

Except when leaving to attend school, you need to get permission from an on-duty Supervisor before leaving the residential college grounds. A record of your whereabouts is maintained on a location board in reception. Once you have permission to leave the college grounds, your location will be noted on the location board by a Supervisor. Upon return to the college you must see a Supervisor so your presence back at the college can be recorded. You will also need to 'sign-out' and 'sign-in' in the book provided for this purpose. You need to wear suitable footwear when leaving the residential college grounds.

Section 1.02 Shopping Leave (Floreat Forum)

With your parents' permission, you will be given leave to attend to shopping and banking on set days each week.

One designated day per week: 3.30 pm – 5.30 pm
Saturday: Agreed time.

Generally you can walk or catch a bus to and from the Floreat Forum. Sometimes it will be possible to catch a lift if the college bus is available and providing a service at these times. There is no direct supervision during shopping visits and you are expected to be an ambassador of the residential college and show good manners. You are not to visit any private residence whilst on shopping leave.



Except when leaving to attend school, you need to get permission from an on-duty Supervisor before leaving the residential college grounds.

Shopping leave is a privilege that may be revoked if you give college staff reason to doubt the trust placed in you to uphold a good standard of behaviour.

Section 1.03 *Casual Employment Leave*

After consultation between parents/guardians and the Manager or Senior Supervisor, you may be given leave to do casual employment after school. If approved, you will be responsible for getting to and from your place of employment. The Manager or Senior Supervisor reserves the right to revoke approval to leave the college grounds for employment for disciplinary reasons.

Article II. **LEAVE UNDER ANOTHER'S CARE**

The residential college is not responsible for your care and wellbeing when you stay with a parent or guardian, nor is it responsible when a parent or guardian places you in the care of any other person. Your parents or guardian need to ensure that the people listed on their *Sign Out List* are over 18 years of age, known to them, trustworthy and will be responsible for your wellbeing and safety while in their care.

Section 2.01 *Day Leave*

If your parents' *Sign Out List* is in order, then you will be able to go on *Day Leave* with anyone on their *Sign Out List* provided that you have no prior or conflicting commitment and are not subject to a disciplinary 'gating'.

Section 2.02 *Weekend Leave:*

Weekend Leave may be granted from 3.30 pm Friday until 8.30 am Monday, provided that the following conditions are observed:

- 1 On each occasion the Supervisors receive a fax, email, letter or telephone call from your parent/guardian giving permission for you to visit and stay with a person on your parents' *Sign Out List*.
- 2 If the person is not already on the *Sign Out List*, then the Supervisors will need your parents to provide separate written authorisation for you to be placed in the person's care.
- 3 An '*Application for Weekend Leave*' form must be completed and returned to Supervisors' reception no later than before school on the Thursday morning before the weekend in question. You can obtain this form from the Supervisors' reception

from Monday morning onwards and are asked to hand it in as soon as possible.

- 4 When you leave the residential college with a person authorised to care for you, you must be signed out by the carer. On return to the residential college, your carer needs to accompany you to the Supervisors' reception and sign you in.
- 5 If you are allowed to use public transport to travel home, or to an authorised carer's home, you need to report to reception and sign yourself out. If you return by public transport, you also need to report to reception and sign yourself in.
- 6 Failure to return to the residential college by the agreed time is a serious matter. If you are unable to return on schedule, then you are to ask your carer to contact reception and speak to a Supervisor.

Section 2.03 Midweek Overnight Leave

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

If you provide incorrect information or omit to provide information as requested on a leave application or by a Supervisor, then you will face disciplinary action.

Section 2.04 Student Visitors

All student visitors (e.g. school friends) must report to the Supervisors' reception on arrival. They will need to sign themselves into the *Visitors' Book*. All student visitors invited by you to the residential college are bound by the residential college rules whilst on college grounds and expected to display the same qualities and respect expected from college residents. All student visitors must leave the residential college grounds by 5.00 pm (Sunday to Thursday) and by 8.30 pm (Friday and Saturday).

Exeat Weekends

An *Exeat Weekend* is a weekend when all students exit the residential college and go home or stay with an authorised carer. Experience shows parents, students and staff like to have an *Exeat Weekend* organised from time to time. Accordingly, the Board of Management may schedule an *Exeat Weekend* on a long weekend, particularly when schools schedule a pupil free day and a normal long weekend becomes a 4 day weekend. Parents will be given at least six weeks notice. On an *Exeat Weekend* all students go home after school on a Friday and return to the residential college at 3 pm on the day before school starts.

Exeat Weekends give both the students and the staff a break from residential college routines and give them both some 'free time'.