

LEAVE FORM

Student's Name _____ Year _____ Dorm _____

Period of Leave First Day ___/___/___ Time _____am/pm Return Date ___/___/___ Time _____am/pm

When should you submit this application form?

If bus/train/plane bookings are required please submit this form 4 days before departure

If travel will be by private car please submit this form 3 days before departure

TYPE OF LEAVE (Please tick the appropriate box)

Special Weekend / Overnight Leave with Parents

Overnight leave with Another Family

2 application forms are required. An application from parents/guardians and one from the host family. Special conditions apply for staying with host families. To assist in enabling students to visit other families an outline of Duty of Care responsibilities is provided to the host family. Parents must also contact the host family to confirm the arrangements prior to submitting an application for leave

I HAVE CONTACTED HOST FAMILY (Please ✓)

Host family details:

Name _____

Address _____

Phone N° _____ Mobile _____

Change to Leave Weekends and Vacations Arrangements

This application must be lodged 14 days prior to leaving the school if you need to change Countrylink bookings

REASON FOR LEAVE _____

TRAVEL ARRANGEMENTS

Are bookings or cancellations required?

YES Book / Cancel (please circle) **Forward** travel to

Forward _____

by Coach / Train / Plane (please circle)

Return Book / Cancel (please circle) **Return** travel from

by Coach / Train / Plane (please circle)

Pickup Is pick up required by Farrer Staff? YES / NO (please circle)

If YES Time _____am/pm Place _____

NO travel is to be by school bus or private car Driver's Name: _____

Both ways

One way, other details as above

Please fax or send this application to the school 67648778

Parent/Guardian

Date