



# ST JOSEPH'S COLLEGE

## Overnight Leave Request

### Conditions for overnight leave

1. Overnight leave from the college is granted only at the request of a parent / guardian of the student.
2. Requests for overnight leave are to be made to the Boarding Coordinator of your son.
3. Requests for overnight leave are required to be in writing. A list of email addresses and fax numbers of all Boarding Coordinators is attached.
4. When leaving for an overnight boys are to go immediately to the care of the responsible adult indicated by their parents.
5. If a boy is not spending an overnight with his parents it is required that his parents have made contact with those adults who will be responsible for him, and are fully aware and approve of how he will be spending his overnight leave. It is also the responsibility of the parents to ensure the responsible adult(s) is made aware that their personal details (name, age, address and telephone number) will be communicated to the college.
6. This form should be sent by mail, email, fax or delivered by hand to the relevant Boarding Coordinator so as to arrive no later than Thursday evening to allow Boarding Coordinators sufficient time to process, check and communicate the request.
7. A separate sheet is required for each leave, and may be sent as far in advance as is convenient.
8. The college will accept no liability or responsibility for the student from the time the student leaves the school premises to the time of the student's direct notification of return to the Boarding Coordinator. The duty of care for the student during the absence will fall entirely with the parents/guardians and/or the person(s) nominated by the parents/guardians as the responsible adult(s).

### CONTACT NUMBERS

Year	Boarding Coordinator	Email	Fax	Phone
7	Mr Danny Sidgreaves	<a href="mailto:danny@joeys.org">danny@joeys.org</a>	9816-0886	9816-0886
8	Mr Jeremy Ticehurst	<a href="mailto:jticehurst@joeys.org">jticehurst@joeys.org</a>	9816-0842	9816-0842
9	Mr Darren Junea	<a href="mailto:djunea@joeys.org">djunea@joeys.org</a>	9816-0839	9816-0839
10	Mr Sam Walker	<a href="mailto:swalker@joeys.org">swalker@joeys.org</a>	9816-0826	9816-0826
11	Mr Mark Casey	<a href="mailto:mcasey@joeys.org">mcasey@joeys.org</a>	9816-0840	9816-0840
12	Mr Pat Rodgers	<a href="mailto:prodgers@joeys.org">prodgers@joeys.org</a>	9816-0845	9816-0845



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## Overnight Leave Request

**When requesting overnight leave for your son please use this request form and send it to your son's Boarding Coordinator.**

Student Name		Year	
Date of Overnight			

### RESPONSIBLE ADULT TAKING CARE OF STUDENT

With whom will your son be spending the night?	
Relationship of this person to the student?	

### ADDRESS AND CONTACT DETAILS

Address where your son will be spending the night	
Contact number of where your son will be spending the night	

### TRANSPORT ARRANGEMENTS – WHO AND HOW

Forward Journey	Who	
	How	
	Time	
Return Journey	Who	
	How	
	Time	

### If your son is NOT spending the night with you please fill in the following

Have you contacted the person(s) with whom he is staying and advised them that they are being identified to the college as the responsible adult(s) for the purpose of this overnight leave?	Yes	No
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I acknowledge that the information on this form has been provided so that St Joseph's College can discharge its duty of care in relation to my son and that the information provided will be used as considered necessary by the college for that purpose.

Signature Parent / Guardian	
PRINT NAME	
DATE	