9th November 2016

Dear Parents/Carers of HSC Students

RE: APPLICATION FOR STUDY EXITS

As more flexible timetabling arrangements are introduced to better meet the needs of HSC students it is accepted that some students attend school for very long hours on set days. Senior Courses which operate before or after usual school hours could include Extension Mathematics, Extension English, Extension History, TVET, Traineeships, Industrial Technology and Hospitality.

HSC students will be permitted to leave school early on certain days. This permission will be granted only in cases where all five conditions below are met.

Students must:

- have Study Periods at both Periods 5 & 6 or at Period 6 only. In the case of those who have Study Periods at 5 & 6 permission to leave will be granted from 1.00pm
- undertake to spend the time at home
- be able to make arrangements for transport home
- have a parent’s/carer’s written permission to leave school
- sign the Exit Register as they leave the school

Permission to leave will not be granted:

X in cases where Study Periods fall within Periods 1 – 4, nor at regular class times.

It is clearly articulated College Policy that no student has “Free Periods” – all non-class periods are strictly considered by the school to be “Study Periods” which are important times for students to prepare for assessment tasks, complete homework or engage in silent, private study. Such opportunities are essential preparation for the successful completion of Preliminary or Higher School Certificate Course work. Without these opportunities students may fall behind in their courses and may not learn the skills involved in effective study, research and time management. Consequently, staff supervision is provided for each student who has Study Periods. Students may seek advice and assistance from teachers on study supervision.
Students are most welcome to remain at school and to wait for their regular bus home. Indeed, some parents/carers may feel it is in their child’s best interests to remain at school where supervision is provided. The College fully supports your wishes in this regard.

Permission for leave will not be granted outside of these guidelines and students will not be permitted to make phone calls to gain permission to leave on a daily basis. You will appreciate that actions which operate outside of these arrangements create undue pressure for the College Administrative Staff and may take them away from their usual clerical duties as well as their vital roles of catering for other students, parents, carers and visitors to the school. Parents/Carers, then, should assist the school in ensuring that their children adhere to these guidelines.

It is our wish that the best interests of the senior students and of the school be served by this procedure. Please feel free to contact me if you wish to discuss any aspect of these arrangements. Please complete fully the permission slip below and return it to the College Office.

Yours sincerely,

Mark O’Farrell

Mr Anthony Ellis
Year 12 Coordinator

Mr Mark O’Farrell
Principal
PERMANENT STUDY PERIOD EXIT PASS REQUEST

I give permission for my son/daughter ___________________________ (Name) HR _____ to leave school at the following times in accordance with the five guidelines set out in the accompanying letter.

Please tick the relevant Period(s) in the box below:

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I have read the accompanying letter and I understand that any contravention by the student of the agreement set out in the letter will result in its immediate cancellation.

Please explain how your son/daughter will be travelling home for Study Exits.

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If driving, which students do you give permission to travel as passengers with your child?

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If travelling as a passenger, which students do you give permission to drive your child home?

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Parent Signature: ___________________________ Date: _______________________

MCC Office Use only:
This request complies with Study Periods published on the student’s Timetable:

Teacher: ___________________________ Date: _______________