Leave Policy for Boarders

- All leave must be presented on a leave form for approval by Head of Boarding
- Leave forms are available on the Clayfield College website under Boarding
- Drivers must be over 21 unless a sibling or request for variation is submitted in writing
- Driver can never be a Clayfield College student
- Taxis must be Black and White, Yellow or Silver Service – never Uber unless permission is submitted in writing
- Overnight hosts must be over 25 unless a sibling and variations to these guidelines must be pre-arranged and approved prior to leave by Parent/Guardian and Head of Boarding
- Head of Boarding has final approval on ALL leave unless with family

**Weekend Leave:**
- Leave form must be submitted by student or parent by 7pm Wednesday evening
- Parents and Hosts to confirm by Thursday midday
- Hosts must sign Boarder in and out unless prior arrangements have been made and approved
- Return from leave by 4pm Sunday
- Overnight leave can never be at a University College

**Overnight Leave:**
- Leave form must be submitted by Student or Parent by 7pm Wednesday evening
- Parents and Hosts to confirm by Thursday midday
- Hosts must sign Boarder in and out unless prior arrangements have been made and approved
- Overnight leave can never be at a University College
- Return from leave by 4pm Sunday
- **Never during the week unless with family or a special occasion**

**Day Leave:**
- Leave form must be submitted by student or parent by 7pm Wednesday evening
- Parents and Hosts to confirm by Thursday midday
- Hosts must sign Boarder out unless prior arrangements have been made and approved
- Only Saturday OR Sunday
- Boarders in Years 9 and 10 may travel to the City or Chermside, in assigned groups, by public transport, if approved by Head of Boarding and Parents/Guardian up to 5 times a Term
Local Leave:

- Year 10 to 12 Boarders may go to the Term and Toombul with the approval of Supervisors once a week in groups assigned for their year level, without the need to submit a leave form.
- If they remain out for lunch, 24 hours notice is required.
- Years 5 to 9 will always be with a Supervisor or older, responsible students for local leave.

Special Leave: Forms with leave conditions are on College website:

- Available to Year 11 and 12 only.
- Form is submitted at start of the year and remains in place until the end of the year.
- Saturday OR Sunday only.
- Must be with another boarder and by taxi if returning after dark.
- Leave is at the discretion of Head of Boarding to ensure school work is up to date and behaviour has been acceptable.

<table>
<thead>
<tr>
<th>Year 11</th>
<th>Year 12</th>
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<tbody>
<tr>
<td>Groups of 2 minimum</td>
<td>Groups of 2 minimum</td>
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<tr>
<td>Return by 9pm Friday &amp; Saturday</td>
<td>Return by 10pm Friday &amp; Saturday</td>
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<td>Return by 4pm Sunday</td>
<td>Return by 4pm Sunday</td>
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<td>Return by taxi if after dark</td>
<td>Return by taxi if after dark</td>
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<td>At discretion of Head of Boarding</td>
<td>At discretion of Head of Boarding</td>
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<td>Form completed start of Year 11</td>
<td>Form completed start of Year 12</td>
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Dinner Leave during the week:

- Leave form submitted at least 24 hours prior.
- Leave can be with family only and the Boarder must return by 8.30pm for Years 5 to 8 and 9pm for Years 9 to 12.

Family Table Leave:

- Dinner only, at the end of any term.
- Leave form with names of all girls, must be submitted at least 24 hours prior.
- If leave is requested for more than dinner (dinner and movies), it must be on a Friday evening, Saturday or Sunday returning before 4pm. Return must be 8pm at the latest on Friday or Saturday.