



LEAVE REQUEST

Weekend Leave needs to be lodged before 7:00pm Wednesday

Email to: boarding@clayfield.qld.edu.au or Fax to: 07 3262 0201

STUDENT NAME _____ YEAR _____

STUDENT MOBILE NUMBER _____

**Weekend leave is available from 3.15pm Friday until 4.00pm Sunday.
A LATER RETURN must be approved by the Head of Boarding**

Day _____ Date _____ Departure Time _____ am/pm

Day _____ Date _____ Return Time _____ am/pm

Destination _____

Host Name _____

Host's Contact Numbers _____

Method of Transport car / train / bus / walk / other

Parent/Guardian Approval

Parent/Guardian Signature _____ Parent Ph # _____

I understand there may be occasions when leave will not be granted if my daughter's behaviour has been unacceptable or if the Head of Boarding considers that leave would be unwise because of particular circumstances.

OFFICE USE

Host Confirmed ☐

Parent/Guardian Confirmed ☐

Absent for Meals: Fri Dinner ☐

Sat Lunch ☐

Sat Dinner ☐

Sun Lunch ☐

Sun Dinner ☐

Staff Approved Signature _____