



# Parent Form for Student Leave

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This form records Ballarat Grammar's transfer of the Legal Duty of Care to the Parent/Guardian.

NB: This form must be completed if your son or daughter is taking leave with anybody other than their parents or legal guardians. This includes adult siblings or other adult relatives. It should be completed in consultation with the hosting adult to avoid confusion over arrangements and responsibilities. It may also be used to notify leave where the student stays with their parents.

All fields marked “#” must be filled in.

# Student's Name:

# Leave between: Date:  and  (Day/Month/Year)  
 Time:  (Hour, am/pm)

# Type of Leave: (Please tick)  Day  Overnight

If overnight, student staying:  
 (Please tick)  At home   
 Other \*

\*If other, please give name, address and telephone numbers of the mature adult host present and supervising for duration of stay:

Has verbal contact been made with supervising adult host?  
 Yes   
 No

# Details of the student's transport/travel:

# Parent/Guardian signature:

# Date:

# Home Phone:   
 # Mobile:

# Emergency Contact:   
 # Telephone:

# Student Mobile:

Leave applications must be made before 9:00pm on the Thursday evening prior to the leave request date. Weekday requests must be submitted at least 48 hours prior to the leave departure. Please fax or mail this form to your son's or daughter's Head of House prior to this time.

