



Dear Boarding Parent or Guardian,

Please find attached the School's new Ballarat Grammar Boarders' Leave forms for parents and for hosts. The forms are aimed at formalising the details of student leave and to give adequate notice to all parties that a student will not be in the care of the School for a period of time, either a day or one or more overnight stays. Both of these forms will be available from the School's website, or can be emailed to you or the host family by your son's or daughter's Head of House. Boarders' leave is generally a seamless process, characterised by good communication on all sides and is rarely of any concern to parents, students or the School. Unfortunately, it is the exceptions to this that concern all of us. It is for this reason that the School, as outlined in Mr Higgs' letter, earlier in January, has implemented a formal, written process for Leave for all boarders.

A parent form will need to be filled out and submitted for each leave occasion when a student is hosted by a family other than that of his parents or legal guardian. Host forms are to be filled out by the hosting adult and will only be needed if your child is staying with another family or adult individual nominated by parents.

The attached form may be mailed, faxed or scanned and then emailed to your son's or daughter's Head of House. If you wish to have an electronic copy of the form without scanning it, your son's or daughter's Head of House will be able to oblige. However, it is hoped that in the near future, it will be possible to lodge a leave request directly from the website. The form must arrive prior to 9pm Thursday night preceding the leave weekend desired (or 48 hours prior to the leave day for mid-week leave). Please ensure that this deadline is met to allow all boarding Heads of House to be able to collate and confirm leave requests and also to allow the School to maintain consistency between Houses in an area that can attract concerns over inequity. As of 2007, this form is required for the School to grant leave with a host family.

Regarding host leave, the supervising, present adult must fill out the Ballarat Grammar Boarders' Host Form for Student Leave. It is expected that you will have discussed your child's leave with the supervising, present adult who will be filling out the host's form. They will need to be sent a copy of this by you, or be advised to retrieve the form from the website on the first occasion they host your child. This form will be required if hosted leave is to be granted by the School.

I apologise for any imposition this will cause, but I am sure you will join with the School in seeking to ensure greater consistency and safety for students and the School, in loco parentis, through the certainty of written communications in this area.

Yours sincerely,

BRADLEY FRY  
Deputy Headmaster/Head of Senior School

