

Dear Parents

You will be aware that lessons in Secondary School finish at 1:10pm every Friday. Supervision of Secondary School students ceases at 1:30pm, by which time students are expected to have left campus.

In some instances students need to remain on campus. These reasons include waiting for a sibling in Primary School and waiting for a CAS activity that begins after Primary School has finished. In these circumstances, students are expected to go to the library where there is supervision and use the time to complete homework.

The College cannot be responsible for students for any other reason - such as waiting for parents to pick them up later in the afternoon, or students waiting to go to visit friends.

Your child has received this letter because they have indicated that they have a valid reason to remain on campus. In order to ensure that we know which students remain after 1:30pm, I would be grateful if you could complete the information overleaf and return it to the Secondary Office.

Students that have not provided this information will be asked to leave the campus after 1:30pm.

Please contact me at the College if you have any questions or concerns about this matter.

Regards

Nick Cotton
Secondary Vice-Principal

REQUEST FOR REMAINING ON-CAMPUS AFTER 1.30 pm ON FRIDAY AFTERNOONS

I would like my child to remain on campus after 1:30 pm on Friday for the following reasons

on Friday _____
specify date(s)

every Friday

for the following reason(s):

to accompany a Primary School sibling home at 3:10pm				
Primary student's name:		Primary students class		
to take part in CAS activity starting later that afternoon Please give details of activity below				
Activity:		Start time:		
Other Please give details of below				

Student's Name:		Advisory:	
Parent Signature:		Date:	

Please return this form to Secondary Office.