

30th August 2011

Dear Parents,

You will be aware that lessons in Secondary School finish at 1:00pm 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 which 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 up students 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 who have not provided this information will be asked to leave the campus after 1:30pm in future.

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

Regards,



Geoff Wheeler  
Secondary Vice-Principal

I would like my child to remain on campus after 1:30pm every Friday for the following reasons (please tick);

Accompany a Primary School sibling home at 3:00pm			
Primary student's name:		Primary students class	
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:		Class:	Advisory:
Parent signature:			
Approved by: Head of Secondary / Secondary Vice Principal			

Please return this form to Secondary Office as soon as possible.