

WEEKEND EXEAT REQUEST FORM

This form is to be completed in full by the student and handed to the Le Roc House office **by the end of the day on Wednesday preceding the weekend.**

The student's parents should also confirm the arrangements **by email**, with the same deadline.

Student name:	<input style="width: 100%;" type="text"/>	
Student mobile number:	<input style="width: 100%;" type="text"/>	
Name of adult the student will be staying with:	<input style="width: 100%;" type="text"/>	
Relationship to student:	<input style="width: 100%;" type="text"/>	
Contact number:	<input style="width: 100%;" type="text"/>	
Address:	<input style="width: 100%; height: 50px;" type="text"/>	
Departure information:	Date: <input style="width: 150px;" type="text"/>	Transport: <input style="width: 150px;" type="text"/>
Return information:	Date: <input style="width: 150px;" type="text"/>	Transport: <input style="width: 150px;" type="text"/>

To be completed by House staff:	YES	NO
- Email received from parent confirming these arrangements:	<input type="checkbox"/>	<input type="checkbox"/>
- Passport required:	<input type="checkbox"/>	<input type="checkbox"/>
- School transport required:	<input type="checkbox"/>	<input type="checkbox"/>

Notes

- Students may leave from **16:00 and must return by 18:00** on Sunday evening.
- Students who are in **Detention may NOT leave** until it has been completed.
- Students wishing to invite a friend for the weekend may do so. Both students must complete a form and both sets of parents must provide a confirmation email.
- If plans unavoidably change during the weekend, students **MUST contact the Le Roc office** to inform them.
- The behavioural expectations of the school apply at all times and any incidents involving our students during the weekend will be investigated.

Student Signature:

Date:

Staff Signature: