

Overseas Boarding Students' – Weekend Leave Form

This form should be completed for each period of weekend leave requested for an overseas boarding student and submitted no later than 9pm on the Thursday prior to the requested leave period.

The School may decline to approve or cancel leave arrangements at any time at the School's discretion.

I,, being a parent/guardian of (**student**)

in Year request approval for weekend leave for the student, for the purpose of:

.....
.

under the following arrangements I have made for the student's care, accommodation and travel:

Date and time leaving Harlin House:

Date and time returning to Harlin House:

Name and contact details of the person providing care, accommodation and travel arrangements for the student
(**responsible person**):

Name:

Mobile phone:

Email address:

Home address:

Relationship of responsible person to the student:

Details of travel arrangements:

.....

.....
Address at which the student will be accommodated:

.....

.....

A copy of the current Blue Card of the responsible person and any other adult residing at the address at which the student will be accommodated is attached.

N.B.: A copy of a Blue Card previously provided to the School does not need to be attached. A copy of a Blue Card is not required for the responsible person if they are the student's parent, grandparent, great grandparent, brother, sister, uncle, aunt, niece, nephew or first cousin.

1. I warrant that, by signing this form:
 - a. I have arranged suitable care, accommodation and travel arrangements for the student;
 - b. I have taken all necessary steps to satisfy myself that the care, accommodation and travel arrangements I have made for the student are suitable;
 - c. I have taken all necessary steps to satisfy myself that the responsible person is at least 21 years old and of good character; and
 - d. I have advised the School of all details of the care, accommodation and travel arrangements I have made for the student including the contact details of the responsible person and a copy of the responsible person's current Blue Card, where necessary.

2. I agree to indemnify the School against all Loss arising directly or indirectly from the care, accommodation and travel arrangements I have made for the student during the period of absence from the School. "Loss" means any loss, claim, action, penalty, liability, damage, cost, charge, expense, payment, which the School pays, suffers or incurs or is liable for, including legal (on a full indemnity basis) and other expenses incurred arising out of the care, accommodation or travel arrangements I have made for the student, or in connection with investigating or defending any claim or action, whether or not resulting in any liability, and all amounts paid in settlement of any claim or action.

3. I acknowledge and agree:
 - a. The School may not have undertaken its own investigations in relation to the suitability of the care, accommodation and travel arrangements I have made for the student; and
 - b. The School will rely upon the information I have provided about the care, accommodation and travel arrangements made by me for the student and the warranties I have provided in this form as the basis for assessing the suitability of the proposed care, accommodation, and travel arrangements for the student.

Signed: Dated:

Print name: