6th February 2015

Dear Parents/Caregivers

Re: Late Arrival/Early Departure Arrangements for Stage 1 Students

Students should have received a copy of their Semester 1 timetable and we ask that you familiarise yourself with your student’s timetable and ensure that you understand the Senior Campus requirements and procedures.

On the Senior Campus, students will have unscheduled lessons on their timetables. This time is for study and school related purposes. Although Tuesday and Thursday afternoons appear as unscheduled lesson time, students are required to attend any scheduled class, year level or whole campus activities during these times.

• From week 3 students may apply for Home Study if they have any unscheduled lessons in the morning or after lunch
• This will granted once they have successfully completed the Induction Day program covered on Friday 6 February
• Students are expected to remain on campus until lunchtime every day and may only sign out if they do not have scheduled lessons in lessons 7 & 8
• Students must remain on the campus from their first scheduled lesson until their last scheduled lesson each day even if they have unscheduled lessons between these times

Any student granted approval for late arrival must be on time for their first scheduled lesson and must be on the campus by 10 am on Monday and Friday for PLG, by 11.20 am on Wednesday and by 10.40 am on Tuesday and Thursday. Students must swipe out if leaving after lunch.

We look forward to working with you to ensure your student achieves their personal best and encourage you to contact us at any time if you need further information or clarification.

Yours sincerely

Nikki Kotrotsos        Panayoula Parha
Deputy Principal        Principal
Senior Campus Head

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2015 Stage1 Late Arrival/Early Departure Permission Slip

Student Name: ___________________________________________________________PLG___________

I have received and sighted (Student name) ________________________________________ timetable for

Semester 1 and I DO / DO NOT give my consent for them to access late arrival and early departure privileges for Home Study as detailed in this letter.

Parent/Caregiver Signature: ________________________________________________ Date: ____________

Learning Community Leader Signature: ________________________________ Date: ____________