



# *Macarthur Girls High School*

## **APPENDIX 13 (Year 12)**

January 2018

### **HOME STUDY LEAVE (Flexible Timetable)**

Dear parents/caregivers and students

We would like to inform all parents/caregivers and students of the following arrangements regarding home study leave for Year 12 students in 2018.

Permission will again be granted to Year 12 students to leave school early when they have no timetabled lesson at the end of the day and the school has received parental/carer approval. This permission will allow students to undertake home study for the duration of 2018.

The Senior Flexible Timetable will commence after all required paperwork has been received and the school has created and issued the official Early Leave Card. All students must register their departure at Reception using their ID Card and select as their reason 'Flexible Timetable' on the available student kiosk.

It should be noted that Home Study Leave is a privilege, and may be withdrawn if students do not comply with the following requirements:

Students:

- Must at all times adhere to our PRIDE Code
- Must maintain attendance that does not fall below 85%, including prompt and timely arrival at school.
- Need to provide written parent /caregiver approval.
- Must utilise home study leave to enhance and support their study. Students should make their way directly home, and should not remain in the community. Students are in their parents' care once they leave the school grounds.
- Are expected to attend any school activities which may occasionally be planned during these times. Such activities may include assessment tasks, excursions, or formal school gatherings.
- Must not have any outstanding N-Awards
- Must not have any recorded negative behavior.

Leave will not be approved until the consent form is completed, returned and signed by a parent/caregiver and returned to Ms Salvador.

Parents and student will need to print and sign a copy of the Year 12 Timetable. The timetable must indicate parental approval by signing **EACH** timetable period where your daughter has **your** permission to leave early. Please return the completed Consent Form and signed Year 12 Timetable forms to Ms Salvador, Year 12 Adviser.



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## **Parent/Caregiver Consent**

### **Year 12 Flexible timetable**

Please complete and return to Ms Salvador by way of your Roll Call teacher by **Tuesday 6 February 2018**. Leave will not be granted until this note is returned.

**My daughter and I have read, understood and agree with the conditions of this leave being granted.**

I understand that:

- My daughter must register her departure at Reception using their ID Card and select as their reason 'Flexible Timetable' on the student kiosk.
- My daughter must abide at all times with the school's PRIDE Code.
- My daughter must attend all lessons on time, and be punctual in her attendance. I am aware that the school policy on attendance for HSC students is that attendance must not fall below 85%.
- This permission is for the whole of Terms 1, 2 and 3 of 2018.
- On occasions my daughter may need to attend school activities scheduled for these times, and advised by the school for excursions or other variations to routine.
- My daughter must have no outstanding N-Awards
- Must not have any recorded negative behavioral incidents.

Parent Name : \_\_\_\_\_ Parent Signature :

Student Name : \_\_\_\_\_ Student Signature :

Date : \_\_\_\_\_