

Leave for Boarders Policy

Source of Obligation	Section 3.6(h) of the Australian Boarding Standard requires the Boarding School to have policies and procedures in relation to leave, including the roles and responsibilities of boarders, parents, hosts and staff.
The Armidale School's Policy	The focus of The Armidale School's Boarding School is the boarders. The Armidale School is committed to the care, safety, welfare and supervision of all boarders at all times. The School, parents/carers, Boarding Staff, hosts and boarders all have a role to play in minimising the risk of harm that may occur to boarders taking leave whilst boarding at the School.
Boarder Leave Management Software	The Armidale School uses the REACH School Boarding System as a boarder management software to automate control and monitoring procedures for our Boarding School. The Boarding School uses this software to manage all boarder leave procedures, including processing leave requests, obtaining parent/carer and host approvals and signing boarders out. Staff can access the software here.
Weekend Leave	A request for weekend leave from the School campus must be made in writing by a boarder's parent or carer. The request must be submitted to the Head of House no later than 9pm Thursday. Requests are approved at the discretion of the Head of House. Weekend leave may commence from the end of the school day on Friday. All boarders on weekend leave must return to the School by 9pm at the latest on Sunday, unless permission has been granted for a boarder to return on Monday morning. It is not acceptable for parents/carers to request leave for boarders without appropriate supervision arrangements. It is the responsibility of the parent/carer to know how their child is being supervised at all times while on weekend leave. Where a host is authorised by a boarder's parent/carer to host the boarder over the weekend, a host assumes responsibility for the boarder during the complete period of leave. They are expected to provide close supervision of the activities undertaken during leave with due regard for the safety and welfare of the boarder. The host is expected to collect the boarder and deliver them safely back to the School in accordance with the Boarding School's weekend leave requirements. Contact between a host and the Boarding School is essential should there be a change of plan from the original request.
Town Leave	Boarders have access to town leave as noted below. Boarders must sign out and in and time limits, conditions, entitlements and approved venues vary for each year group. Boarders may take town leave as follows: • Years 6 -10 - Friday afternoon • Year 11- Monday and Friday afternoons • Year 12- Any afternoon All boarders are permitted to take town leave on Saturday and Sunday mornings, provided they do not have any sporting or extra curricular activities. All Boarders are expected to wear neat casual clothes when on town leave and they must report in and out to the person on duty, as well as enter the relevant information in REACH.
Dinner Leave	Family friends and/or relatives are welcome to visit from time to time and take a boarder out to dinner after school on weeknights or other negotiated times on weekends. A request for dinner leave must be made in writing by a boarder's parent/carer. The request must be submitted to the Head of House and the deadline is at the discretion of the Head of House. Leave requests are approved at the discretion of the Head of House prior to the proposed leave date.
Medical Leave	See our Boarder Injury, Illness and Access to Health Services Policy and Medical Appointments Policy .
Missing Boarders	A boarder can be regarded as 'missing' when the boarder cannot be located and: • the absence of a boarder is inadequately explained; • there are suspicious circumstances surrounding a boarder's disappearance; • there are fears or concerns for the safety and welfare of a boarder; or • the boarder's parent/carer is expressing concern about the location of the boarder. The School has developed a comprehensive procedure for locating missing boarders in our Missing Boarder Policy.
Record Keeping	The Armidale School maintains copies of all records relating to leave, including requests and permissions. For more information see our Record Keeping Policy (Boarding) .
Boarding Staff Responsibilities	The Head of House is responsible for authorising leave requests and should be able to quickly identify the declared whereabouts of boarders under their care. All boarding staff are responsible for ensuring that boarders provide the necessary permissions from their parents/carers and Head of House when leaving the School premises.
Implementation	This policy is implemented through a combination of: • Boarding Staff training;

- effective communication procedures;
- effective incident notification procedures;
- effective record keeping procedures;
- tasks administered through our **Compliance Program**; and
- initiation of corrective actions where necessary.