

29 January 2018

Dear Parents/Caregivers

Re: Late Arrival/Early Departure Arrangements for Stage 2 Students

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

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

Our expectations for Stage 2 students are:

- 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.
- All students are expected to **remain on campus until lunchtime every day** even if they have unscheduled lessons during this time.
- Students may apply for **Home Study only for unscheduled lessons before recess or after lunch.**
- Any student granted approval for late arrival must be on time for their first scheduled lesson and must be on the campus by 10.00 am in time for PLG on Monday, Wednesday and Friday or by 10.40 am on Tuesday and Thursday.
- Home Study privileges may be revoked if students are not working within the expectations of the school.

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
Deputy Principal
Senior Campus Head

Jacqui van Ruiten
Principal

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Please return reply slip direct to your Learning Community Leader

2018 Stage 2 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: _____



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