



Dear Parents and Students,

### **Study Leave**

I write to you to inform you of our policy regarding Study Leave. As of the start of the year in Year 12 or from Term 2 in Year 11, students may apply for study leave from the College during Session One on those days when they have no school commitments. Students must arrive prior to the start of their first class for the day where they must sign in at the Campus Office and read the Daily Bulletin.

Study Leave is an acknowledgement of the changing outside commitments of students and the need to encourage them to continue to take increasing responsibility for their learning and management of time. Equally, we are aware that there are varying levels of readiness amongst our students and that parents have an expectation that students at Guilford Young College are full-time, and are supervised during the day. Our ethos depends on students' presence and generous contribution to the College community.

In order to ensure that students have demonstrated a readiness to accept responsibility and manage time we will require students to have already established a record of commitment to study, reliability and co-operation. In other words, leave will be granted on the basis of merit and it applies to students studying at all levels not just those achieving the highest academic results.

Study Leave is a privilege granted jointly by parents and teachers. The privilege may be revoked should acceptable standards cease to be evidenced. As well, we will require full attendance at school from time to time for the purpose of special programs, celebrations, assemblies and so on. Parents are encouraged to contact the Tutor should there be any concern.

An application form is attached for you to utilise should you wish to do so. Students should present the Application Form to their Subject Teachers and Tutor then submit the completed form to their Head of House who will inform students and parents of the outcome of the application. Students who are granted Study Leave can commence this leave once they have received their approval letter.

Yours faithfully,

Craig Deayton  
**Principal**