

IMPORTANT NOTICE

TO

PARENTS OF PUPILS WHO LIVE OUTSIDE IRELAND

We would request your full co-operation with these guidelines for the granting of overnight leave out to your son or daughter.

Housemasters/Housemistresses will only grant leave out for Friday and/or Saturday nights in the following circumstances:

1. To persons [relatives, friends of the family etc.] whose name, address and telephone number has been supplied to the House-person via email or fax.
2. To the families of other pupils provided that authorisation from you, by fax or email, has been received by the House-person not later than the Thursday lunch-time preceding the weekend. Authorisation from the family hosting your child is also required. It is your responsibility to check that there will be adult supervision in the home.
3. To other persons provided that authorisation from you, and the host family together with the name, address and telephone number of such persons, preferably by Fax or Email, has been received by the House-person not later than the Thursday lunch-time preceding the weekend.
It is your responsibility to check that there will be adult supervision in the home.
4. The Saturday Programme is compulsory for seven day boarders and leave out necessitating absence on Saturday morning will be granted only for special circumstances.
5. Leave out that involves absence from class can only be granted by the Headmaster where there are exceptional circumstances.
6. When organising travel arrangements to and from the school please try to minimise the number of school days or even classes that will be missed by your son/daughter.

You will appreciate that House-persons carry heavy responsibilities and cannot be expected to check late requests or requests that lack adequate information.

Overnight leave out will not be granted unless these guidelines have been followed.

JOHN D RAFTER

August 2016