



6 February 2023

Dear Parents/Carers,

Year 12 Permission to Arrive Later *or* Leave Early

The privilege of arriving later or leaving early is only available to students that have *demonstrated positive behaviour and application towards their studies*. The privilege will be awarded to students who are *consistently adhering to College expectations*.

ARRIVING LATER: It is understood that this is **only** if a student has Period one (1) as a study lesson Monday to Thursday. All students are expected to attend the weekly assembly or other scheduled events every Friday morning.

Students must follow normal sign in procedures upon arriving at the College and attend Student Reception prior to the beginning of Period two (2). It is also expected that students check the notice board and any other communication for example room changes.

LEAVING EARLY: Leaving early **only** applies to Period five (5) study lessons. The exception to this is on a **Friday**. If a student has a study lesson period 3 and no scheduled Friday afternoon class, they can leave at the end of period two.

Students must follow normal **sign out** procedures by visiting Student Reception from 1.30pm onwards.

If students misuse this privilege, it may be withdrawn for some or all students. Please click on the link below to provide permission for your son to arrive later or leave early during scheduled study periods as set out above.

[Parent Permission Form – Year 12 Arrive Later or Leave Early](#)

If you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Mr Eamonn McCauley
Year 12 Pastoral Leader