



LEAVE NOTIFICATION PROCESSES

***Never give your son your account details or password.
He has his own account.***

S

SICK AT HOME

Parents should log their son as Sick at Home using Boardingware and this should be done by 8:00am on the day that they are sick. If they are sick again the next day, then you should repeat the process.

In the comment section of the application, please write a brief comment noting what the illness is. This will allow us to ensure we pick up on any bugs etc going around quickly.

Note that only a parent can apply for this leave.

D

DAY STUDENT DEPARTURE TIME CHANGE

In the case that you need to change your son's departure time, this should be logged using Boardingware. Additionally, it should be logged as early as possible in the day. You will notice that in logging this, you will only be able to submit a 5:00pm, 8:00pm or 9:00pm (for senior years) departure. Likewise, the return time must be logged as 8:00am the next day.

Note that only a parent can apply for this leave.

D

DINNER LEAVE

A dinner leave can be requested for special occasions. These are usually for a family birthday or special event and should minimise the time that a boy is absent from evening study. This should be requested as soon as it is known – even days ahead. If your son is inviting friends, each of those most boys must also complete a dinner leave request and have it approved by their parents.

Both Students and parents can request this leave. If a student requests the leave, the parent will receive an email asking for you to confirm that you are happy with their request to be approved. Boarding Coordinators can then approve once parental approval is received.

M

MEDICAL APPOINTMENT

Medical appointments should all be communicated through Boardingware – NOT THE HEALTH CENTRE. This information will then be disseminated appropriately. Medical appointments should be communicated as soon as they are known – even days ahead.

Both Students and parents can request this leave. If a student requests the leave, the parent will receive an email asking for you to confirm that you are happy with their request to be approved. Boarding Coordinators can then approve once parental approval is received.

T

TUTORING – OFF SITE

Occasionally, boys have tutoring where they have to leave the school. In this case, this should be notified through Boardingware and should be communicated well in advance of the leave. Tutoring should always minimise the time that a boy is away from study as he will inevitably still have homework to complete.

Both Students and parents can request this leave. If a student requests the leave, the parent will receive an email asking for you to confirm that you are happy with their request to be approved. Boarding Coordinators can then approve once parental approval is received.

O

OVERNIGHT REQUESTS

Overnights should be submitted by Thursday evening. They can of course be submitted as early as you like – even weeks in advance.

Both Students and parents can request this leave. If a student requests the leave, the parent will receive an email asking for you to confirm that you are happy with their request to be approved. Boarding Coordinators can then approve once parental approval is received.

Please note that mid-week overnights (including Friday nights) are rarely approved. It is expected that all boarders sleep at the College Monday – Friday inclusive. Any weeknight requests require a clear reason for request in the Comment section. Please do not expect that approval is a given.



INTERVIEW / MEETING / EXAMINATION / OTHER

This leave is there simply as a safety net to ensure that all leaves are covered. Please use this leave sparingly. Any leave where a boy is absent overnight should NOT use this leave. A leave where a boy is absent overnight should use Overnight or Sick at Home leaves.

Both Students and parents can request this leave. If a student requests the leave, the parent will receive an email asking for you to confirm that you are happy with their request to be approved. Boarding Coordinators can then approve once parental approval is received.

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Also, just for your information, below are some of the leaves that your sons can apply for. Note that you cannot see some of these when you log in. We list them below simply so you can see how your son will be using Boardingware as well.



Debating



Haircut



Tutoring – On Site



Down the Street
Restrictions based on Year level



Health Centre
Check in + Check out



Lunch Leave
Must be on College grounds



Overnight
Parents also approve



Medical Appointment
Parents also approve



General Leave
Parents also approve



Class (Extra)
Generally older boys

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