



## **Managing Student Leave and Travel**

### **Purpose of this Procedure:**

The purpose of this procedure is to ensure that students living at Dunstan High School Hostel are safely under the supervision of hostel staff unless the student has been permitted by management to leave the hostel on certain conditions and for a specified time.

### **Key Components:**

1. All students are expected to be at the hostel, under the supervision of staff, outside of school hours unless they have been granted leave using the processes outlined below.
2. Student leave is granted at the discretion of hostel management who will assess the suitability of the application for leave, intended destination and proposed mode of transportation.
3. Parents will have the opportunity to grant permission for students to have leave and list approved destinations and modes of transportation. Parental permission or approval will in no way diminish the authority of management to decline an application for leave.
4. If a student does not return from leave at the specified time a Missing Student Action Plan will be put in place.

### **I. Standard Operating Procedures:**

There are five categories of Leave of Absence:

#### **Ordinary Leave**

1. Leave may be granted in the normal course of daily life. All boarders may be granted leave from the hostel for short periods of time to go about aspects of their normal daily lives including sports and recreation, shopping, visiting friends and relatives, etc.
2. Ordinary leave may be granted by management on the verbal request of the student under the following conditions:
  - a. A Parental Approval and Permission Form has been completed and has approved the type of leave, the destination of the leave and the means of transportation to and from the leave.

**Or**

- b. Parents have made contact with hostel management to approve the leave request.
  - c. The request meets the guidelines for the granting of ordinary leave as set out in the table below or the Boarding Manager has granted discretionary leave in addition to the guidelines.
  - d. A record of the leave is kept in the Supervisors' Day Records
  - e. Management is satisfied that the prior behaviour of the student is satisfactory and leave of absence has not been withheld from the student for any reason.
  - f. Management believes there are no special circumstances or extra ordinary risks that could make the granting of leave unsafe for the boarder or any other person.
  - g. No overnight stay from the hostel is included in the leave period.
3. The following guidelines will influence the decision of management to grant or decline ordinary leave requests from students.

<b>Year</b>	<b>Type of Leave</b>	<b>Frequency</b>	<b>Normal Return Time</b>
9/10	Town	Once per week.	5:15pm
	Or Tea / VFR	Once per week.	7:15
11	Town	Once per week plus other appointments as required.	5:15pm
	Or Tea / VFR	Once per week.	7:15
12-13	Town	Reasonable judgement.	5:30pm
	Or Tea / VFR	Once per week or otherwise as reasonable with regard to study requirements.	9:30pm

### **School Leave**

All boarders shall be entitled to leave from the hostel to attend school events such as camps, noho marae, school team sporting events etc.

1. Parents should complete the school permission and approval forms for the trip or event and a copy should be shown to the Hostel Management.
- Or**
2. Parents should notify Hostel Management by telephone, fax or email.
  3. School leave will be recorded in the Supervisors' Day Records.

### **Special Leave**

All boarders may apply for special leave to be away from the hostel for one night or more during times of normal school operations.

1. Applications for special leave will be made in writing to the Boarding Manager and shall include the following information:
  - a. Details of dates, times and transport arrangements.
  - b. Purpose or reason for the leave.
2. Special Leave requests should be received at least five days prior to the beginning of the leave.
3. Boarding manager will confirm all leave decisions with parents or caregivers within 3 days of receipt of a request.
4. Special leave will be recorded in the Supervisors' Day Records. A copy of the leave application will be kept in the students file.

### **Sick Leave**

All boarders will be granted leave from the hostel in the event of illness. Parents are encouraged to keep student who are too sick to attend school or who have contagious illnesses at home until they are well enough to resume classes.

1. Parents or caregivers must telephone the hostel if a boarder is too sick to return as expected.
2. Parents must telephone the hostel and provide an ETA for any student returning to the hostel from Sick Leave.
3. Students on Sick Leave will be recorded in the Supervisors' Day Records.

### **Home Leave**

Seven day boarders may apply to have leave to return to their home for the weekend.

1. Home leave will be requested by parents or caregivers, in writing wherever possible. Home leave request should be received by the manager before 3 pm on the Thursday prior to the leave being taken.
2. Home leave will be recorded in the Weekend Supervisors Diary and shall include an estimate of the students return time and a number where parents can be contacted during the leave period.

### **Weekend Leave**

Seven day boarders may apply for leave to visit friends or relatives overnight during the weekend.

1. This type of leave will involve an overnight stay.
2. It must be applied for in writing to The Manager by the parents or caregivers of the student before 3pm on the Thursday prior to the leave beginning.
3. All weekend leave granted shall be recorded in the Weekend Supervisor's Diary and shall include an estimate of the student's return time and a number where the responsible adult supervising the student can be contacted during the leave period as well as contact numbers for the student such as cellphone etc

### **What Parents and Hostel Management Expect of All Students on Leave.**

1. It is an important condition of Leave of Absence that students only utilise their leave from the hostel for the specific purpose for which it is granted and do not change or amend their plans without first contacting hostel management for permission.
2. Students will only use the modes of transportation allowed for in their leave application. For most students this means they should never accept a ride in a vehicle from anyone other than hostel staff or their own parents.
3. Students should be aware of their own safety. Where possible they should walk to and from town in groups. Special attention should be paid to making safe travel arrangements with supervisors after dark.
4. Students should ensure they are able to return to the hostel by the time specified. If they are unable to do so they should contact the hostel management as soon as possible and follow the instructions of staff.
5. Wherever possible while on leave students should remain able to be contacted by hostel staff on their mobile telephone (if available).
6. Student behaviour while on leave is expected to be of the highest standard. Concern and respect will be shown for other people and their property at all times while away from the hostel on leave.

### **What Parents and Students can expect of Hostel Management in Relation to Student Leave.**

1. Students and parents can expect management to be firm and fair in routinely applying the leave procedures and guidelines in order to ensure the safety of all hostel students.
2. Students and parents can expect that when appropriate Duty Supervisors may be delegated authority to grant students ordinary leave and receive notices of sick leave and school leave. ALL other leave applications must be approved by the Boarding Manager.
3. Students and parents can expect that from time to time management will take appropriate steps to ensure that students are complying with the conditions of their leave.
4. Students and parents can expect that management will ensure all leave is recorded according to the procedures outlined above and that students are monitored to ensure they return to the hostel at the specified time. The process for monitoring students returning from leave will be as outlined in the DHS Hostel Supervisor's Handbook.

5. Students and parents can expect that management will ensure the procedures outlined below are put in place if students fail to return from leave at the expected time.

### **What Hostel Management and Students can Expect of Parents in Supporting Leave Procedures.**

1. Parents will follow the procedure outlined above in securing leave for their son or daughter.
2. Parents will remain available for contact from hostel staff to ensure students return safely from leave.
3. Parents will support hostel policy to ensure students enjoy increasing independent self - monitoring as they progress through schooling and adolescence. Parents will help ensure junior students understand the reasons why they need to spend much of their time under the close supervision of hostel staff.

## **II. Travel**

The *Parental Permission and Approval Form* should be completed to provide hostel management with important information about modes of transport boarders may use while at the hostel and to inform management of how boarders will arrive/depart the hostel each week.

- Ⓢ Includes Parent/Caregiver Pick up
- Ⓢ Other people allowed to Pick up
- Ⓢ Carpools
- Ⓢ Bus and Shuttle Services

### **Use of Private Motor Vehicles**

Student may use their own motor vehicles under the following conditions:

1. To **transport themselves or other members of their own family** to/from the hostel and at management discretion to events etc while staying at the hostel.
  - a. Completed Parental Permission and Approval Form allowing this for each member of the family who intends to travel in the vehicle as well as for the driver.
  - b. Keys are handed to hostel manager (or duty supervisor) and kept in the hostel office. Permission to use the vehicle is obtained from the manager each time it is to be used for any journey other than normal weekly transport to/from the hostel.

2. To Transport **students other than a member of their own family.**
  - a. The driver must complete a passenger permit form and have it signed by their parents. The name of each passenger who may be transported in the vehicle must be included on the form.
  - b. The passenger must have a passenger permit form from signed by their parents which approves the intended driver of the vehicle.
  - c. The driver and all of the intended passengers must obtain the permission of the Manager for each trip.
3. A Copy of each of the forms for this section will be kept in the student files.
4. The Manager will maintain a reference list for all students with permission to use private motor vehicles, the conditions of use, and the passengers which may be transported by them.

### **III. Emergency Operating Procedures**

In the event of a student not returning as expected from LOA staff and management will take the following action:

1. Once the student is overdue supervising staff members will try to contact the student or establish their whereabouts by all available means, including contacting parents or responsible adult with whom leave was taken.
2. In the event the student remains overdue without explanation following these attempts to locate the student, the boarding manager will be notified immediately. If the boarding manager cannot be contacted then the DHS principal will be notified and will complete the steps below.
3. The manager will make contact with the parents or care givers of the student, and develop in consultation with them an action plan to locate the student. This action plan may include notifying police of the missing student.
4. The manager will be guided by the "*Missing Student Action Planning Process*" in the development of the plan.
5. In the event that the student's parents or caregivers are not able to be contacted the manager will formulate the plan.
6. Action plans are to be recorded in writing including all key decisions, times and other important information that may be obtained.
7. The manager will inform the DHS school principal of the details of the missing student and the action plan as soon as practical.
8. In every event that a student is "missing" – an incident report must be completed and filed into the incident reporting process for analysis and follow-up.

### **III. Review**

Management will review these procedures annually and any modifications will be reported to parents for consultation and notified to the DHS BOT Hostel Committee.