

Columba College Boarding House

2016 Host List

Name of Boarder: _____ Year Level in 2016: _____

Boarder's Cell-phone Number: _____

For the safety and well-being of all boarders, leave must be managed so that every girl's whereabouts is known. An official Host List for 2016 is to be completed for **every girl in the House** and must be **signed** by her parent or guardian.

UNLESS ACCOMPANIED BY HER PARENTS, NO GIRL IS ABLE TO TAKE LEAVE AT A HALL OF RESIDENCE, STUDENT FLAT OR WITH STUDENTS IN PRIVATE BOARD, INCLUDING SIBLINGS.

LEAVE APPROVAL PROCESS

To ensure all leave arrangements are **appropriate and safe** for all **girls all weekend and overnight leave must be approved**, not just applied for, by 4pm on the Thursday preceeding the leave. This process takes time hence this deadline.

This requires signatures / approval from parents, host parents and a senior House Supervisor. HOST FAMILIES WILL BE PHONED BEFORE THIS APPROVAL. This is done using our software programme BOARDINGWARE.

Refer to the Boarders' Handbook for further details.

Boarders must be collected from the Boarding House by the **host adult** who must sign for the boarder. The **host adult must also return** the boarder to the Boarding House and **sign** her back in.

| Name/s of host family | Address of host family | Home phone Number of Host family | Cell phone of host family |
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Name of Parent /Guardian: _____ Date: _____

Signature of Parent /Guardian: _____ Date: _____

THIS FORM IS TO BE RETURNED ON REGISTRATION DAY. Updates can be made by emailing / faxing the details, and a conversation with the Director of Boarding prior to a leave application.