



Email: Esperance.ResCol@education.wa.edu.au

☐ WEEKEND ☐ OVERNIGHT ☐ DAY LEAVE ☐ LEAVERS WEEKEND

STUDENTS NAME: _____

DEPARTURE DETAILS

Departure Day _____ Date _____ Departure Time _____

With who ☐ PARENTS ☐ BUS (Football / School / Chartered) ☐ TRANSWA
(Departure time above)

☐ ADD "Other Person" to permanent travel list

Going Where ☐ HOME ☐ OTHER - Where _____

**PLEASE READ
CAREFULLY**

- 1) Notification of leave by FAX, PHONE or EMAIL is needed at all times.
(w/end catering and planning purposes) A Leave application form is required on all occasions
(unless the parent attends in person)
- 2) Students must be signed out by an adult named on the Travel list
(unless taking a bus as arranged by the parent).
- 3) Only parents or guardians (or nominated career's) can complete
this form.
- 4) Students departing in school time, the parents must inform the school directly.
- 5) Start of term and Closed Weekend return time is after 3:00 pm.
- 6) No leave during study time.

RETURN DETAILS

Return Day: _____ Date: _____ Return Time: _____

With who ☐ PARENTS ☐ BUS or TRAIN (Transperth) ☐ TRANSWA – PLEASE PICK UP

☐ OTHER PERSON - Who _____

I give permission for my child to take leave from the college as per the leave arrangements stated above.

Parents / Guardians name: _____

Signature: _____ Date _____

Esperance Residential College

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