



ST. MARGARET'S SCHOOL

Weekend and Overnight Leave

Only responsible adults approved by either the Parent/ Guardian or the Residence Office may invite and sign boarders out for weekend leave or overnight stays. Leaves unsupervised by an adult are **not permitted**. All invitations and permissions for weekend leave must be emailed to studentleave@stmarg.ca. If a telephone request is made, it must be followed up by an email.

- Boarders may not make plans to leave on a Closed Weekend.
- Boarders may **not** travel to or stay in any **Home Hotels**. These are popular with some international families but they are not licensed in Canada.
- It is preferable that the boarders be picked up and returned by the adult who is assuming weekend or overnight responsibility.
- Boarders on weekend leave are expected to return to St. Margaret's by their regular curfews, or by 7:30pm Sundays and holiday Mondays.
- If a boarder is gated, all weekend leave and overnight stay privileges are suspended, except those to the homes of her own family, or guardians.
- If a boarder leaves without signing out, she will have one hour of CS to complete upon her return. If this becomes a pattern, staff can enforce a consequence they feel will help the situation.
- Periodic checks may be made to ensure that the information stated on her weekend leave form is accurate.
- The Residence Office may, at their discretion, refuse to grant any weekend leave or overnight stay, if a boarder's behaviour has been inappropriate, either at or away from St. Margaret's.
- **Weekend room clean-up must be completed and checked before curfew the night before the leave begins.**

Weekend Leave Request form:

- Must be handed in to House Staff by Wednesday morning – 8am
- Requests not handed in will still be accepted until Thursday at 9am but boarders will have ½ hour CS as a consequence for late weekend leave request.
- Requests will not be accepted after 9am Thursday; weekend leave will be denied.

Emails needed:

- **If a Boarder is going home to parents for the weekend,**
 - parents must send an email to inform us. The email must include the dates the boarder is going and the home address and phone number. It must come from her parent's email account that we have on file.
- **If a Boarder is going to someone else's house for the weekend,**
 - we need an email from the boarder's parents giving permission to go. The email must have the name of the person she is going to visit, their address and phone number and dates she is going.
 - we need an email from a responsible adult at the house she is going to visit. The email must have the Boarder's name, the dates they want her to come, their address and phone number.

All emails must be received by 12pm Thursday. If we have not received the invitation and permission emails weekend leave will be denied.