



Request For Absence / Weekend Away From School

Parents: please complete this form to request a short stay away from school during term time.

You must send a copy to direction@la-garenne.ch from the **main email address** registered with the school, no later than **the Wednesday evening before departure**. Before the student is allowed to leave school with another person, authorisation must be received from the student's parent or legal guardian.

Student Information

First and Last Name:

Date of Departure from La Garenne:

Date:

Time of Departure:

Date of Return to La Garenne:

Date:

Time of Return:

*Full name of person collecting student:

*If not the parent or legal guardian, please tick both boxes below:

I authorise the above-named person to collect my child from La Garenne

The authorised person is over 25 years old

Contact details of person collecting the student

Mobile Phone:

Email:

Where will the student be staying?

Address:

Name of responsible person at destination:

Relationship to student:

Comments:

Notes

- Students may be collected at **16h00 on Friday**, or after any detentions, and returned to the main building on Sunday at 18h00.
- La Garenne School declines all responsibility for the **health and safety** of students while in the care of others during authorised absences.
- Please refer to the [Senior School handbook](#) for guidance.
- Weekends are allowed with adults from direct family only and not all requests **will be accepted**.

Parent Signature:

Date: