



WEEKEND LEAVE

Weekend leave / leave from school - Request form

Please submit this form 72 hours in advance to the proposed leave start date.

For questions, please email: hob@buckswood.co.uk

Notes:

1 - Travel arrangements must be made separately

2 - This form is written in conjunction with the school policies, available to view at:

www.buckswood.co.uk/administration/policies/

3 - Should the agreed arrangements change in anyway, please contact the school office & Ms. Rosie Muggerridge (hob@buckswood.co.uk) as soon as possible. Examples could be, arriving late - after the agreed time etc.

Parent email address:	
Name of student:	
Date of Departure (departure must be after 5.30pm on Friday)	
Time of departure	
Date Returning to School	
Time Returning to School	
Reason for Leave	
First Name of Responsible adult (must be above 18 years old)	
Surname Name of Responsible adult	
Contact Number	
Full Address where they will be staying (including post / zip code)	

Do you require us to organise a taxi? (If Yes, please complete a Taxi Form)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Yes, I give my permission for my son/daughter to attend. I also confirm that their student/medical records are up to date.	<input type="checkbox"/> Yes

By submitting this form you agree for the personal data entered this form to be used & handled in accordance to our data protection/GDPR policy. Our data protection/GDPR policy can be viewed on our website.

Submit to: hob@buckswood.co.uk