

24 January 2024



Dear Parents/Carers,

To encourage responsibility and safeguarding of all members of the Merici community, the College has several protocols that apply to senior students around leaving the College during study periods and driving to and from school. The responsibilities of students and procedures are outlined below.

Year 11 Students

In Term One, Year 11 Students must attend the College from 9.00am each school day and Pastoral Class, long PC and all scheduled classes must be attended. They are permitted to sign out of the College after lunch if they have a Study period in period 5 or 6.

Year 12 Students

Students must attend the College from 9.00am and attend Pastoral Class on the days they have a scheduled class in Period One. All scheduled classes, Long PC and Assemblies must be attended.

Signing In/Out Procedures

All Senior Students are to sign out via the iPad at Student Services when they leave the College grounds during their study periods. This is critical to the College in maintaining knowledge of each student's presence. If students return to the College during the same school day, they are required to sign back in. Failure to sign in and out may lead to a withdrawal of the privilege of leaving for study periods.

Driving Privileges

Senior students are granted the privilege of driving to school once they have obtained their driver's licence. Students need to apply to drive a vehicle onto the College grounds. The Student Car Parking Application form is attached, and when completed, it should be returned to Student Services.

The conditions upon which students are permitted to drive on college property and sign out apply to all students. These privileges are conditional and should a student breach any of the conditions outlined below; the privileges may be withdrawn.

Conditions for Driving

Students must:

- Apply for permission using the Car Parking Application form (attached)
- Demonstrate safe driving behaviour at all times (including adhering to the points listed on the Car Parking Application)
- Park in the student car park only
- Be in the car park only when arriving at or departing school

Passengers in Cars

Passengers in cars on the journey to and from the College remain the responsibility of parents and student drivers. Please ensure that you have advised your daughter with whom they may or may not travel. Under the CE guidelines, students should not transport other students on school-related activities including school organised events unless they have permission granted by the Principal.

We appreciate your support in ensuring your daughter develops personal responsibility and safe attitudes and practices.

Please return the below parking application in hard copy to Student Services.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Durham', written in a cursive style.

Mrs Kate Durham

Deputy Principal Wellbeing

STUDENT CAR PARKING APPLICATION

Please return in hard copy to Student Services



Student Name	PC	Date of application
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As Parent/Carer of the above mentioned student, I support this application to use the College car park during school hours. I am aware that students:

- must adhere to the speed limit of 10km/h within the car park
- must use the parking facility in a way that demonstrates respect for students as well as other vehicles
- may only be in the College car park when arriving at or departing school
- who fail to comply with the above may have their driving privileges revoked.

The vehicle I wish to register with the College is identified below. It is roadworthy, registered and will always display clear registration details and provisional driving information as required. College staff may request to sight a student's Driver's Licence.

	Registration #	Make	Model	Colour	Registration Expiry
Vehicle 1					
Vehicle 2 (if applicable)					

I agree with expectations around driving privileges and the appropriate use of the car park facility at Merici College. I understand that driving privileges may be withdrawn if driver actions have potential to damage College property, student property or put themselves or members of the College community at risk.

Student name	
Signature	
Date	

Parent/carer name	
Signature	
Date	