



20 October 2023

Event	Year 7 Runner – Service Hours		
Location	Merici Student Services		
Date	Tues 24 Oct – Thurs 9 Nov	Time	9.00 am- 3.00pm
Transport	NA	Uniform	PE uniform
Cost	NA	Contact no.	62434105
Return of note/money	Return permission note – N McLennan		

Dear Parent/Guardians,

Merici College is running Diploma Program Examinations from Tuesday 24 October to Thursday 9 November. The International Baccalaureate guidelines are very strict around distractions such as school bells and PA announcements during exam times.

We have a need to be able to locate students around the school at any given time of the day and as we cannot use the PA we thought we would trial the use of students as 'runners' for each exam time.

- Year 7 students who would like to volunteer will sit in Student Service with their laptops and books and complete work through SEQTA.
- They can wear PE uniform for the time they are in Student Services and earn SERVICE HOURS.
- They cannot serve on a session which will mean they will miss in-class assignments/assessments
- They will go out to recess and lunch as normal.

If your daughter would like to volunteer as a 'runner' for **one** of the sessions listed below, please note the preferred session and date in the box below along with parent permission. Please return the permission note to Mrs. Nicola McLennan, email [nicola.mclennan@merici.act.edu.au](mailto:nicola.mclennan@merici.act.edu.au).

**EXAM SESSIONS:**

Tues 24 Oct 9-00am – 3.00pm	Thurs 2 Nov 9.00am – 3.00pm
Wed 25 Oct 9-00am – 3.00pm	Fri 3 Nov 9.00am – 3.00pm
Thurs 26 Oct 9-00am – 3.00pm	Mon 6 Nov 9.00am – 3.00pm
Friday 27 Oct 9-00am – 3.00pm	Tues 7 Nov 9.00am – 3.00pm
Mon 30 Oct 9-00am – 3.00pm	Wed 8 Nov 9.00am – 3.00pm
Tues 31 Oct 9-00am – 3.00pm	Thurs 9 Nov 9.00am – 3.00pm
Wed 1 Nov 9-00am – 3.00pm	

For further information, please do not hesitate to contact us on 6243 4100 or Nicola McLennan on 62434105.

Yours sincerely,

Nicola McLennan  
Deputy Principal Development

**MERICI COLLEGE**

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ACT 2601

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[www.merici.act.edu.au](http://www.merici.act.edu.au)

# Archdiocese of Canberra and Goulburn Consent Form

Category B Excursions

Student Name	
Date	
Session Time	
Organising Teacher	Nicola McLennan

I give permission for my daughter to act as a Runner on the given session time noted above

Parent/Guardian Signature	
Contact Number on day	
Date	

Please note that Merici can accept the returning of permission notes from a registered parent/guardian email address. There is no need to print and scan.