

11 February 2025



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 when 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 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 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.

**\*If you do not give your daughter permission to leave the College grounds during Study periods, please email [attendance@merici.act.edu.au](mailto:attendance@merici.act.edu.au).**

### **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 and Agreement 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privileges are conditional and should a student breach any of the conditions outlined below; the privileges may be withdrawn.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:**

- Complete the Car Parking Application and Agreement (attached)
- Always demonstrate safe driving behaviour.
- Park in the student car park only.
- Be in the car park only when arriving at or departing school and not during study periods or at recess and lunch.

### 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 parking application and agreement form as hard copy to Student Services.

Yours sincerely,



Mrs Kate Durham

Deputy Principal Wellbeing



Please return in hard copy to Student Services

Student Name	PC	Date of application
		..... / ..... / .....

### Agreement:

This agreement applies to student drivers driving a vehicle to and from school premises and to all school related activities (e.g. work experience, excursions, sporting events etc.)

As a student driver, I agree to help keep myself and others including all passengers safe. I agree that (*please indicate your agreement by ticking*):

- ☐ I will drive in a safe manner, obeying all laws and conditions of my licence.
- ☐ I will not park in school parking spaces, which are reserved for staff and school visitors.
- ☐ I am responsible for ensuring vehicle registration and insurances are maintained.
- ☐ I am responsible for the passengers within my vehicle.
- ☐ I am responsible for any damaged caused to my vehicle or any damages caused to another vehicle by me.

### Consequences:

I understand that if I breach any of the above, the school:

- May Contact my parents/carer, and
- May act against me in line with the school's behaviour management policy, depending on whether this interaction occurred during school hours or is connected to a school activity, and
- May contact the police if there is a serious incident, and
- Is not be liable for any damage to property that I am responsible for.

### Student Acknowledgement

By signing this Agreement, I acknowledge that I have read this Agreement, I understand it and I agree to abide by the expectations outlined.

<i>Student Name</i>	<i>Signature</i>	<i>Date</i>

### Parent/Carer Acknowledgement

By signing this Agreement, I/we acknowledge that I/we have read this Agreement with our child and will support our child to abide by all the expectations outlined.

<i>Parent/Carer Name</i>	<i>Signature/s</i>	<i>Date</i>

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.

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

