

Parental Permission for Students under 18 to stay off campus overnight or at weekends

Dear Parents/Guardians

We would like to take this opportunity to explain the procedure for Parents/Guardians to confirm arrangements when students under the age of 18 will be staying off Campus evenings or at weekends.

In order to fulfil the College's Duty of Care, and to ensure that students are accounted for, Parents/Guardians of residential students under the age of 18 are required to contact the Accommodation Team to confirm authorisation for absence prior to the student's departure from Campus, even if their destination is to return home for the weekend or Half Term.

Please advise us of the dates of departure from College and the expected date of return to College.

If this authorisation is not obtained, we are obliged to pursue confirmation after it is evident that the student has not signed in at 22.30hrs (curfew). If we are unable to gain confirmation the student will be reported as missing to the police.

If you are collecting your son/daughter, you can sign them out in person at the Accommodation Office. Alternatively, if they are returning home independently or seeking permission to stay out later than curfew one evening, you should contact the Accommodation Team up to three days in advance by telephone or email on the contact details below:

Duty Phone: **07767 384472**

Email: AccommodationLA@wiltshire.ac.uk

Please use the above phone numbers for this purpose, to ensure that you are talking to a member of the Accommodation Team on duty with access to the Signing In/Out Sheet to avoid unnecessary phone calls at unsociable hours.

Kind Regards

Accommodation Team

Wiltshire College & University Centre

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