



September 8, 2011

Dear Parents of Grade 11 and Grade 12 students:

One of the many things that make Elmwood special is the sense of community that develops from the girls' participation in the school community, both inside and outside of the classroom. Typically the girls do not leave the campus from the time they arrive in the morning until well after the final bell has rung. They are engaged in clubs, sports, extra-help with teachers, group work or down time with peers at lunch or during spares.

As the girls mature and progress through the grades however, they may want to occasionally take leave of the campus. In Grades 11 and 12, the girls are given the privilege of signing out when they have scheduled spares or during lunch, provided we have a signed permission slip from you on file at the school. The following conditions apply:

- Students must individually sign in and out at the parking lot entrance for safety and security reasons.
- Attendance to Assembly (11:20-12:10 pm), speakers (e.g. Connection 360, etc.) or other school events is mandatory regardless of individual timetable. Even if they have a spare before or after, they must attend these events.
- Sign out privileges can be revoked if procedures outlined above and in the Student Handbook, specifically the Student Code of Conduct are not followed.

Please complete the permission slip below and return it to the Front Office by Friday, September 9, 2011.

We have an exciting year ahead with our Senior Students. Thank you for your continued support.

Sincerely,

Andrea Kelly
Dean of Student Life, Senior School

Kate Angell
Deputy Head

✂ _____

Grade 11 and 12 Spares

I have read the above letter and understand the requirements regarding attendance and sign in and out procedures.

My daughter, _____ in SLG _____ has permission to sign out of school for spares that do not conflict with Assembly or other speakers or school events.

Parent Signature _____ Date _____

Please return this form to the front office by Friday, September 9, 2011