

GOROKA GRAMMAR SCHOOL

Aude Aliquid Dignum – Dare to Do Something Worthwhile

Section 7, Allotment 17, Garden Street, Goroka, Eastern Highlands Province, Papua New Guinea

BOARDING LEAVE / PERMISSION FORM (2025)

Purpose: This form is to record and approve all temporary leave or outings by boarders under the supervision of boarding staff. It ensures student safety, accountability, and clear communication between the school and parents/guardians.

A. STUDENT INFORMATION

Full Name:	
Grade / Class:	Date of Request:
Dormitory / Campus:	<input type="checkbox"/> Bihute <input type="checkbox"/> Faniufa <input type="checkbox"/> Primary
Room / Bed Number:	

B. TYPE OF LEAVE / OUTING

☐ Weekend Leave ☐ Day Leave ☐ Overnight Leave ☐ Special Event ☐
Emergency Leave

Proposed Dates:	From _____ To _____
Departure Time:	Return Time:
Reason for Leave:	_____
Mode of Transport:	<input type="checkbox"/> Parent Vehicle <input type="checkbox"/> School Bus <input type="checkbox"/> Other: _____

C. DESTINATION & CONTACT DETAILS

Destination / Address:	
Person Responsible During Leave:	
Relationship to Student:	
Contact Number(s):	

D. PARENT / GUARDIAN CONSENT

☐ I approve the above leave request for my child.
☐ I understand that the school is not responsible for incidents occurring outside school premises during the approved leave period.

Parent/Guardian Name:	
-----------------------	--

Signature:	Date:
Contact Number:	

E. STUDENT UNDERTAKING

I, _____, understand that while on approved leave from Goroka Grammar School, I must:

- Follow all school and boarding rules.
- Return to the dorm on time as approved.
- Maintain respectful and responsible behaviour.
- Contact the dorm staff if there are any changes to my plan.

Student Signature:	Date:
--------------------	-------

F. BOARDING HOUSE APPROVALS

Approved By	Signature	Date / Time	Comments
Dorm Teacher			
Boarding Coordinator			
Director of Operations			

G. RETURN CONFIRMATION

Actual Return Date:	
Return Time:	
Verified By (Staff):	
Condition / Remarks:	

H. ADMIN USE

Form Received By:	Date Logged:
Leave Recorded in Logbook:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:

- This form must be submitted at least one day in advance (except in emergencies).
- Students must sign in and out when leaving or returning to the dorm.

- Any changes to destination or return time must be immediately communicated to the Dorm Teacher or Boarding Coordinator.