Free Time Permission Form

**Winchester Junior Centre Only**

At our Winchester Junior Centre, there are scheduled ‘chill out’ periods on the timetable. These are periods of unsupervised free time for students to relax, study or socialise. They take place every afternoon before dinner (17.30 - 18.45) and on certain evenings, usually Tuesdays and Saturdays, from 20.00 to 22.00.

**Chill Out (Free Time) Rules – see page 2**

During this time, students must stay within the ‘Lewis Zone’ shown on their map. They can go to the residence or to the student lounge, shops/cafes and outdoor spaces on campus if they remain in groups of at least three students.

**Permission to Go to Off Campus**

If a student is aged 15+ and has permission from their parent/guardian and the Lewis School Centre Manager, they may also go into the city centre during the 17.30-18.45 chill out time, or on Sunday morning/afternoon (but NOT on any evening). They must stay in groups of at least three students, keep their phone switched on and return on time.

Please complete our Free Time Permission Form if you wish to give your child permission to go to the city centre during a scheduled ‘chill out’ period.

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| **Student Details** | |
| **Name of Student** |  |
| **Date of Birth** | dd mm yyyy |
| **Dates of Study** | from dd mm yyyy to dd mm yyyy |

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| **Declaration** |
| I give permission for my son/daughter/ward to leave the campus for the following period(s) of scheduled free time *(please enter times/days):*       He/she must also complete a permission request form and wait for approval from the Centre Manager.    I give permission for my son/daughter/ward to leave the campus during any scheduled period of free time. He/she must complete a permission request form each time and wait for approval from the Centre Manager.    I DO NOT give permission for my son/daughter/ward to go out during scheduled periods of free time. |

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| **Details of Parent / Guardian** | |
| **Name of Parent / Guardian** |  |
| **Email** |  |
| **Phone Number (Mobile)** |  |
| **Signature of Parent / Guardian**  (not required if sending by email) |  |
| **Date** | dd mm yyyy |

*Please complete this form, save it and email it to* [*booking@lewis-school.co.uk*](mailto:booking@lewis-school.co.uk)*. Alternatively, you can print and sign it and give it your child to pass on to the Centre Manager.*

**Chill Out (Free Time) Rules**

Your timetable includes ‘chill out’ time. This is free time for you to relax, study or socialise. It takes place every afternoon before dinner (17.30 - 18.45) and on certain evenings, usually Tuesdays and Saturdays, from 20.00 to 22.00. We have special rules for chill out time that are designed to keep everyone safe.

* You can go to the residence, the student lounge, shops/cafes and outdoor spaces on campus
* You MUST stay within the Lewis zone (see the map).
* If you are not in the residence, you must stay in groups of at least three students.
* Keep your phone switched on.
* If you are lost or in difficulty, call the emergency number.
* You must return on time.

**Permission to Go Off Campus**

If you are aged 15 or over and if you have permission from your parents and the Lewis School Centre Manager, you can go into the city centre during the 17.30-18.45 chill out time, or on Sunday morning/afternoon (but NOT on any evening). There are 3 steps to complete.

* 1. Your parent/guardian completes a free time permission form.
  2. You complete a free time request form. You must do this each time you wish to leave the campus. You can do this at the online noticeboard, which you can access with our QR code.
  3. A Lewis School manager approves your request.

**IMPORTANT**: you only have permission to leave the campus if ALL these steps are completed. You must also stay in a group of three or more students at all times and keep your phone switched on.

**Map of Winchester Centre & ‘Lewis Zone’**

A map of a university

Description automatically generated