

TKIS Boarding Student Transport/Collection Forms: This form can be completed on your computer, saved and emailed.

FORM BPT-1

Parental Transfer of Legal Responsibility Forms that collectively need to be completed: (To be completed and signed by parents/carers who wish to organise for someone else to legally collect and sign their child out of the boarding school for a weekend, overnight, day-trip, end-of-term return home, etc)

To: Principal, TKIS, Ogilvie Place, Kooralbyn, Q 4285. Fax: **5544 6108** Email: admin@tkis.qld.edu.au

From: [Name of Parent/Carer]

I hereby advise that I give authority for my child/ward [Name of student]:
to be collected from The Kooralbyn International School by the suitably responsible adult ('the collector') whose personal details appear below and I further advise that I have advised 'the collector' of their legal obligations in relation to assuming responsibility for my child and I further advise that once my child is collected by 'the Collector' that I release The Kooralbyn International School, its governing body and staff from all their duty-of-care responsibilities in relation to my child (named above).

Full Name of 'The Collector':

Residential Address of 'The Collector':

Date Of Birth of 'The Collector':

Contact Phone Number of 'The Collector':

'The Collector' is A Family Member over the age of 17 or

A responsible adult over the age of 20 who is known to my child/ward

Day/Date and Time my child/ward will be collected from TKIS:

Day/Date and Time my child/ward will be returned to TKIS:

I intend to provide this authority to 'the collector'

every week until further notice or

on the above date only

Signed [Signature of Parent/Carer]:

Date :

[NOTE: I will be personally contacting the school via telephone on 07 5544 5500 during office hours to confirm this advice at least 48 hours prior to collection and 'the collector' will sign the Boarder Sign-out form on my behalf when collecting my child/ward.]

FORM BPT-2

Example of Acceptance of Legal Responsibility Form: (To be completed and signed by the suitably responsible adult (referred to Form BPT-1 as 'The Collector') who has been legally authorised to collect and sign someone else's child out of the boarding school for a weekend, overnight, day-trip, end-of-term return home, etc)

To: Principal, TKIS, Ogilvie Place, Kooralbyn, Q 4285. Fax: **5544 6108** Email: admin@tkis.qld.edu.au

From: [Full Name of the adult who is assuming responsibility for student]:

Full Address:

Contact Phone Numbers:

I advise that I have authority to collect and accept legal responsibility for [Name of Student]:

and as such I release The Kooralbyn International School, its governing body and staff from their duty-of-care obligations in relation to the above named child until such time as I return the child into the school's care.

I further advise that I have been advised of my legal responsibilities and accept those responsibilities in relation to the child whose name appears above.

Day/Date and Time I intend to return the above name child to the school:

Signed [Signature of adult who is assuming responsibility for the student]:

Date :