



Boarding Family Unit Guidelines

Bookings and Administration

1. All bookings must be made via the online booking request form to the Head of Boarding who will contact the family to discuss the request.
2. All adult guests residing in the Family Unit overnight are required to have a valid Working with Children Card. This can be arranged with the Head of Boarding.
3. Check in time is from 4.00pm, to be confirmed in discussion with the Head of Boarding who will meet parents/guardians upon arrival.
4. In the event of a two night stay, parents/guardians are required to vacate the unit and be 'off campus' during the school day from 9.00am to 3.30pm unless otherwise determined by the Head of Boarding or the Head of School.
5. Parents/guardians will be provided with a designated parking area near their unit and assigned a parking permit.
6. Parents/guardians need to arrive and be in their unit by 10.00pm as the School gates will be closed at this time. A later arrival time can be pre-arranged with the Head of Boarding.
7. On the day of departure parents/guardians must check out by 9.00am. All dishes are to be washed and all used linen to be placed in the blue bin provided. Keys may be left with the Head of Boarding or inside the unit on the dining table.
8. Families will be requested to make payment at the time of checkout. This can be done by requesting an invoice or making a payment by cash or credit card at the Finance Office.

Facilities and Requirements

9. Parents/guardians are welcome to join Boarders for breakfast and the evening meal, or request a take away evening meal to be shared in their unit. This can be arranged through their child.
10. There are washing, drying and ironing facilities available within the Family Unit.
11. Parents/guardians have access to a television and lounge area within their unit. The student common room and its facilities are for the express use of the Boarders and must not be entered by visiting families.
12. Only Boarders who are family members are permitted into the Family Unit. No student other than children of the visiting family is permitted to enter the Family Unit.
13. Boarders who are staying with parents or guardians in the Family Unit are not permitted to leave the unit after 9:30pm and must be out and ready for School by 8:30am.
14. Any student absence scheduled throughout the normal school day to spend time with parents/guardians must be arranged with the student's Boarding Head of House.
15. Parents/guardians are not permitted to enter the Boarding accommodation units of students or other areas occupied by students such as the common rooms or classrooms.
16. Under no circumstances are parties permitted within the accommodation area, within Boarding or on the School campus.
17. No pets are permitted to be on campus.
18. The School is a smoke free venue. There is strictly no smoking on campus. Alcohol and drugs are not permitted in Boarding or elsewhere in the School.
19. In the event of an emergency guests are to follow the direction of Boarding and School staff and must not leave the campus without advising a Boarding staff member.