



Bunbury Cathedral  
Grammar School  
*every opportunity*

# Boarding Handbook



## **BOARDING HANDBOOK**

of

### **BUNBURY CATHEDRAL GRAMMAR SCHOOL**

5 Allen Road, Gelorup, Western Australia, 6230  
PO Box 1198, Bunbury, Western Australia, 6231  
Secondary: Telephone (08) 9722 6000

Email: [administration@bcgs.wa.edu.au](mailto:administration@bcgs.wa.edu.au)

Website: [www.bcgs.wa.edu.au](http://www.bcgs.wa.edu.au)

CRICOS No. 00431K

School Hours: 8.40am - 3.20pm

Office Hours: 8.00am - 5.00pm

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While the Boarding Book is a guide to life in Boarding at Bunbury Cathedral Grammar School there are times when Duty Staff members need to change or adjust the rules. The decision of a Duty Staff member is final in such a situation.

## **BOARDING CONTACT DETAILS**

### **Head of Boarding**

Mr Justin Forbes  
0417 185 780  
[justin.forbes@bcgs.wa.edu.au](mailto:justin.forbes@bcgs.wa.edu.au)

### **Deputy Head Boarding**

Mrs Meredith McCarthy  
0417 017 381  
[meredith.mccarthy@bcgs.wa.edu.au](mailto:meredith.mccarthy@bcgs.wa.edu.au)

### **Residential Year Group Co-ordinators**

Ms Caroline Cooper  
0408 694 654  
[caroline.cooper@bcgs.wa.edu.au](mailto:caroline.cooper@bcgs.wa.edu.au)

Mrs Linda McDonald  
0404 886 590  
[linda.mcdonald@bcgs.wa.edu.au](mailto:linda.mcdonald@bcgs.wa.edu.au)

## **OTHER TELEPHONE NUMBERS**

### **Duty Staff Mobile Number**

Boarding 1 - 0429 206 178

Boarding 2 - 0427 662 341

## MY RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES	EXAMPLES OF INFRINGEMENT
I have the right to be happy in Boarding and to be treated with respect.	I have the responsibility to respect the rights of others and to treat them with respect.	Bullying, verbal abuse.
I have a right to feel safe and secure.	I have a responsibility not to do anything which may threaten or cause danger to myself or others and to report any dangerous situation.	Fighting, daring, some practical jokes, leaving Boarding without authorisation or leaving my Unit after 'lock-up'.
I have a right to be treated with respect and fairness.	I have a responsibility to treat all Staff and Boarders with respect and honesty.	Lack of courtesy, lying.
I have a right to learn.	I have a responsibility to behave myself in Boarding and to keep up to date with my academic program.	Disruptive behaviour and being unprepared for Prep.
I have a right to expect my property to be safe.	I have a responsibility not to steal, damage or destroy the property of others; to take proper care of the School's property; and to report all found property. I have the responsibility to clearly label all my personal property.	Vandalism, stealing, graffiti, interfering with another person's property. Keeping items that have been found.
I have a right to be protected against threats to my health.	I have a responsibility not to smoke, drink alcohol or take drugs, or encourage any other Boarders to do so.	Smoking, drinking alcohol, taking drugs.
I have a right to have a clean, pleasant, well maintained School and grounds.	I have a responsibility to care for the School environment, to keep it neat and clean and free of litter.	Littering, not cleaning my room, not doing duty.
I have a right to feel proud of being a Boarding student at Bunbury Cathedral Grammar School.	I have a responsibility to behave so the community will respect the Boarding community at Bunbury Cathedral Grammar School.	Unacceptable behaviour out of Boarding and at outside functions.



## **BOARDING RULES, RESPONSIBILITIES AND PRIVILEGES**

### **DISCIPLINE CONTRACT FOR A VERTICALLY INTEGRATED BOARDING HOUSE**

The strength of a vertically integrated Boarding House is that the atmosphere within the Units should mirror closely that of a normal family environment. Students have to learn to give and take, to complete duties responsibly and to respect the rights, personal space and property of others. Likewise, a student should be able to expect the same consideration in return. Younger students need to be respected by the senior members in their Units, and should feel safe and valued within the Boarding community. Senior students must realise that through the positive example they set they need to earn the respect of other Unit members.

While senior students are given some privileges within the Unit, with this comes the important responsibility to treat all other Unit members fairly and with consideration. Respect is something which is earned, and not a given right.

Younger students may tend to be more rowdy, less studious and may lack the ability to know when 'enough is enough'. They may be tardy in completing duties and reluctant to settle down after 'lights out'. Older students may prefer quieter activities and will usually be more studious and maybe less patient than real parents are inclined to be. Younger Boarders are expected to recognise that Unit Mentors are persons in authority within the Boarding community. Younger Boarders should be prepared to follow reasonable instructions from Unit Mentors and to help work towards harmony within their Unit. For their part, Unit Mentors should lead by example, and set a constructive and supportive example for younger students.

In any close community it is usual that disagreement or friction will sometimes develop between students.

However, under no circumstances may older students resort to physical or intimidatory means to control the behaviour of Unit members. Unit Mentors must seek assistance from a Boarding Staff member.

**Under no circumstances may any student use physical force on another student. It is also a clearly stated policy of the School that bullying of any kind, physical, verbal or defensive is totally unacceptable.**

### **DUTIES – UNIT MENTORS**

- 1 To help with the maintenance of harmony in the Unit with the support of the Boarding Staff.
- 2 To organise duty rosters for the Unit.
- 3 To report any damage or breakages in the Unit to the Boarding Staff.
- 4 To report any Unit issues to Boarding Staff

## DUTY ROSTER

The following duties have to be performed by the Unit on a daily basis. How this is organised depends on the individual Units and their Unit Mentors, but a clear duty roster must be displayed in all Units, including weekend arrangements. Unit Mentors are responsible for drawing up a **fair** roster for all students and for ensuring that the roster is followed, with the assistance of Boarding Staff. Copies of each Unit's Duty Roster must be clearly displayed within the Unit.

ALL BOARDERS (including Year 12 Boarders and Unit Mentors) ARE RESPONSIBLE FOR CLEANING UP AFTER THEMSELVES (ie putting away food and drink containers).

**JOB 1** Wash breakfast and afternoon tea dishes  
Wipe and put away crockery and cutlery  
Wipe down sink  
Wipe down kitchen tables each day after breakfast and after afternoon tea  
Put tea towels in laundry basket for washing

**JOB 2** Clean kitchen area before lights out on Saturday and Sunday  
Clean kitchen area at 9.20pm – this includes washing and putting away of cups, plates etc.

**JOB 3** Take laundry basket to the Laundry before 7.30am  
Pick up laundry basket in the afternoon and distribute washing  
Clean laundry area each morning before School  
Wipe down basin area in Laundry

**JOB 4** Take supply basket to and from the Dining Room  
Empty rubbish bin – tie top and put bag in the large bin outside the Unit  
Sweep floor in kitchen area and outside front door of Unit

## GENERAL RULES

- 1 A good standard of behaviour is expected at all times.
- 2 Boarders are required to comply with instructions given to them by persons with authority within the Boarding area (i.e, Residential Staff, Duty Staff and Boarders with designated responsibilities).
- 3 Except in special circumstances, no Boarder will be permitted to visit the Units between 8.30am and 3.20pm on normal school days. If it is necessary to return to Boarding, permission must be gained from a Boarding Staff member.
- 4 While recognising that friendships will naturally develop in a co-educational situation, no physical contact of an intimate nature is permitted in Boarding.

## UNIT RULES

- 1 No Boarding student may enter a Unit or room of a Boarding student of the opposite sex. This also applies to Boarding camps or excursions with an overnight stay.
- 2 No Boarder may leave his/her Unit between lights out and the morning call unless with the permission of the Head of Boarding. Boarding students may use the intercom system available in each Unit to contact Boarding Staff between lights out and morning call.
- 3 Possession, supply or use of illegal or harmful drugs, the misuse of prescription drugs, or possession of drug taking implements while in Boarding, on Boarding excursions or at any other Boarding activity is strictly forbidden. Falsely representing harmless substances as illegal or harmful drug, or prescribed medication is also strictly forbidden.
- 4 Boarders may not take video footage or photographs of other members of the Boarding community while in Boarding, on Boarding excursions or at any other Boarding activity without the permission of the other people involved. Boarders may not post video clips or photographs, taken in Boarding or on a related Boarding activity, on the internet (eg on YouTube) or pass them on electronically to others without the permission of a Staff member.  
  
Infringement of any of the above four rules will be viewed very seriously and could lead to parents being asked to remove the Boarder from Boarding, and/or the School.
- 5 Possession, supply or consumption of alcoholic drinks is not allowed in Boarding or at any Boarding function. Students may not be under the influence of alcohol when in Boarding and they may not have in their possession containers that have had alcoholic beverages in them. This includes times when students are travelling to or from agreed weekend hosts, other than when the Boarder has been collected by their parents.
- 6 Smoking of cigarettes is not allowed in Boarding, or on Boarding activities or camps.
- 7 The use of physical coercion or intimidation is not acceptable at any time.
- 8 Boarders must respect the property of both the School and other students. No Boarder is to enter another's room or touch or take equipment which does not belong to them, without permission. Wardrobes have a lockable cupboard for each Boarder's individual use.
- 9 The intercom is only to be used after lights out. In the event of an emergency students should contact the Head of Boarding.
- 10 All Boarders should be up and out of bed by 7.20am on School days.

## INSPECTION OF UNITS

Units are inspected by Boarding Staff on weekdays after dinner and mornings between 8.00 am and 8.30am. Boarding Staff may inspect a Unit at any time if the circumstances warrant an inspection. Unit Mentors and/or another staff members will help Residential Staff with such inspections.



## LIVING AREAS

All Boarders are responsible for keeping their rooms tidy. Rooms must be ready for inspection by 8.10am on weekdays. During weekends, rooms should be kept reasonably tidy at all times.

The following is a list of requirements for keeping a room tidy:

- 1 Desk should be neat.
- 2 The bin should be emptied before 8.10am each day.
- 3 Clothes should be folded and arranged neatly on shelves.
- 4 All shoes and sneakers should be put away on shelves or racks and not kept under beds.
- 5 Beds should be made with covers neatly arranged.
- 6 Towels should be hung on the towel rack, not left on the floor or hung in a doorway.
- 7 All rubbish should be removed from the floor.
- 8 Clothing should not be dried on the brick wall or outside the Unit.
- 9 Clothing should not be hung over walls or curtain rods.
- 10 Dirty clothes for the Laundry should be put in the laundry basket. Underclothes should be stored in a closed basket.
- 11 Furniture in the room must not be rearranged unless permission has been given by Boarding Staff.
- 12 Storage cupboards are to be kept neat and tidy.
- 13 Roof storage areas are not to be used.
- 14 No crockery or cutlery is to be removed from the Unit.

## LAUNDRY

- 1 All items must be taken to the Laundry by 7.30am.
- 2 All hangers must be returned to the Laundry.
- 3 All items of clothing should clearly be named with either sewn-on name tags or with laundry marking pen.

Parents would be amazed at the number of unmarked, unclaimed articles of School uniform and other clothing which is disposed of at the end the year. We appeal to all parents to ensure that **ALL** clothing is clearly and permanently marked (especially socks) so that lost items can be returned to their rightful owner.

## LAUNDRY ROSTER

The School provides a full laundry service that students can use for both Casual clothes and School Uniforms for all year groups from Monday to Friday. Washing of Bed Linen is offered on Tuesdays for June Reilly Boarders and Thursdays for Marie Palmer Boarders.

## WASHING MACHINES

- 1 These are not to be used after 9.30pm, or during school day when unit is empty.

## DINING ROOM

- 1 Boarders must wear full School uniform to breakfast in the Dining Room. Breakfast is for all boarders at 7.20am to 7.40am.
- 2 Sportswear or casual clothing may be worn for weekend lunches.
- 3 Neat, casual clothing will be worn to Sunday tea.
- 4 If, in the opinion of the Duty Staff member, a Boarder's attire is not suitable they will be sent back to their room and asked to return to the Dining Room dressed more appropriately.
- 5 During weekdays, all Year 10-12 Boarders may enter the Dining Room ten minutes before the mealtime.
- 6 Good table manners are expected from everyone in the Dining Room. Year 12 Boarders and other Unit Mentors are initially responsible for the behaviour and quietness of students at their table. On occasions they may need to ask for Duty Staff assistance.
- 7 The Kitchen, **in the Café**, is an 'out-of-bounds' area.
- 8 Requests for late or early teas must be put on the noticeboard in the Dining Room by 3.30pm.
- 9 On returning from sporting activities, Boarders are to shower and dress before having their meal.
- 10 Boarders requesting a late tea have 30 minutes to shower, change and eat dinner.

## COMMON ROOM

- 1 Food and drink are not to be taken into the Common Rooms – except on Saturday evenings.
- 2 Students are not allowed to sit on the games tables.

## **DRESS**

- 1 Good casual wear must be worn to meals in the Dining Room.
- 2 Footwear must be worn by Boarders if they move away from the Boarding area to the School's Administration, classrooms or the gymnasium.
- 3 Unnatural hair colours are not permitted.
- 4 School Rules with regard to jewellery and body piercing apply in Boarding.

## **BOUNDARIES**

- 1 The boundaries for Boarders include the tennis courts, basketball courts and the area immediately surrounding the Units.
- 2 The O and P Blocks (Gymnasium and Drama buildings) are out of bounds unless Boarders are accompanied by a Staff member, or are engaged in School activities and have been given permission from a member of the Boarding Staff.
- 3 During the 8.50pm to 9.20pm break, only Year 12 Boarders may visit the opposite end of Boarding.
- 4 Paths are to be used at all times.

## **REACH**

- 1 REACH is an online boarding management system used to monitor when Boarders leave and return to School.
- 2 Boarders must sign out prior to departure for local destinations and sign in on their return.
- 3 Failure to do so may result in 'gating' to the boarding precinct.

## **'PREP'**

- 1 No movement between rooms is to occur during 'Prep', without permission from the Duty Staff.
- 2 'Prep' is to be carried out in silence, unless permission is granted for collaborative learning to take place.
- 3 All books and equipment must be arranged before 'Prep' starts.
- 4 No movement past E Block is permitted after tea.
- 5 All music practice after 5.00pm is conducted in the Boarding Practice Rooms.

## **HEATERS**

Reverse cycle air conditioners are fitted in all Units and no additional heaters are permitted.

## **SCHOOL AND BOARDING POLICIES**

Specific policies regarding use of mobile phones, use of the internet, accidents and illness, administration of medicine, asthma care, behaviour management, bullying, communicable diseases, infectious diseases, sexual harassment, sun protection and aquatic activities are available by request from the School.

## **INSURANCE**

Students are not insured by the School against accident or loss of property. However, most householders' policies give a limited cover for the property of a householder and his or her dependants while the property is temporarily removed from the home to another location. Parents are advised to examine their policies and, if in doubt, check with their insurance company.

## BOARDING TIMETABLE

### WEEKDAYS

5.30am	Morning beach bus – Terms 1 and 4.
7.00am	Boarders rise, shower, dress, make bed and tidy rooms. Clothes etc. to be taken to the Laundry before 7.30am.
7.30am	All boarders present for breakfast in café. BREAKFAST IN DINING ROOM.
8.30am	All Boarders must leave Units for School. Boarding is out of bounds during school hours and no one is to return to Boarding without specific permission from Boarding Staff.
3.20pm	All Boarders return to Boarding and sign out before going to another activity.
3.30pm	Change out of School uniform as soon as Boarders return from School.
5.00pm	Kitchen clean up – Unit Mentors to check and find Duty Staff member if it's not done.
5.20pm	All Boarders meet outside the Dining Room for dinner.
6.45pm	Prep for Yr 7 Boarders.
6.50pm	Prepare for 'Prep'.
7.00pm	First 'Prep' starts.
8.00pm	Short break. Supper for Yr 7 Boarders.
8.10pm	Second 'Prep' starts.
8.45pm	Year 7 Boarders move to units.
8.50pm	Long Break (a third 'Prep' may be granted if it is requested before 8.50pm). Third 'Prep' starts promptly at 9.30pm.
9.00pm	Year 7 Boarders in bed and lights out
9.20pm	Juniors move to Units. Clean kitchen and prepare for bed.
9.30pm	Lock up for all Boarders

### FRIDAY

3.35pm	Weekly Boarders leave at 3.35pm after leaving their areas neat and tidy.
5.30pm	Evening meal.
7.00pm	Television session, or gymnasium.
9.30pm	Prepare for bed – Junior Boarders.
10.00pm	Lock up for all Boarders

### SATURDAY

7.30am	Earliest time at which Boarders may rise.
8.00am	Breakfast in Units for all students Term 2 and 3, Term 1 and 4 breakfast in café.
8.30am	First Boarding bus leaves for town.
9.00am	Second Boarding bus leaves for town.
10.30am	Junior Boarding bus leaves from town.
11.30am	Senior Boarding bus leaves from town.
11.50am	Kitchen clean up.
12.00pm	Lunch
1.00pm	Afternoon activities.
5.00pm	Shower and prepare for dinner.
5.30pm	Dinner
6.30pm	Evening activities
10.00pm	Lock up for all Boarders

## SUNDAY

7.30am	Earliest time at which Boarders may rise.
8.30am	Breakfast starts for all Boarders in their Units.
10.30am	All Boarders should be up and have completed breakfast.
11.50am	Kitchen clean up. All beds must be made and rooms must be clean and tidy.
12.00pm	Lunch.
1.00pm	Afternoon activities.
5.30pm	Dinner.
6.00pm	'Prep'.
7.30pm	Gym.
8.45pm	Move to Units for all Boarders.
8.45pm	In Units for quiet time.
	No visitors or other Boarders in rooms or Units. Snacks are permitted provided they are made before 8.45pm.
9.00pm	Lock up for all Boarders



## **ACTIVITIES**

### **COMMUNITY BASED RECREATION AND SPORTING ACTIVITIES**

Boarders are encouraged to participate in community based activities such as martial arts, fitness and health clubs, dance and singing lessons, modelling, sporting clubs and development squads. Boarding Staff provide transport to and from such activities. Bus bookings are made at lunch time.

### **CHURCH SERVICES**

All Grammar School students attend a fortnightly School Chapel Service during School time.

Students are welcome to attend the Sunday service run by the Gelorup Parish in the School Chapel. Boarding Staff will transport students to and from other Sunday services in Bunbury.

### **BICYCLES**

- 1 All bicycles must be roadworthy.
- 2 Helmets must be worn at all times by students when riding.
- 3 Boarders are not allowed to travel on the Bussell Highway on their bicycle. They may use the roads behind the School with Staff permission.

Hours for riding:

Weekdays	4pm - 5pm
Weekends	1pm - 4pm

- 4 Boarders are not to ride bicycles within the Boarding area, around the classrooms, near the Design and Technology Centre, on the sawdust paths or on the paved areas adjacent to the Auditorium and Gymnasium.
- 5 Bicycles may be used on the bitumen roads inside the School grounds.
- 6 Bicycles should not be stored in the Unit.
- 7 Parents are expected to arrange their own insurance for bicycles brought into Boarding.

### **SKATEBOARDS/ROLLER BLADES**

- 1 Skateboarding is prohibited on the paths in Boarding areas near Units.
- 2 Skateboarding is prohibited in the tuition areas.
- 3 Adequate protective equipment should be worn by Boarders engaged in these activities. This includes closed footwear and helmets.

### **MOVIES**

- 1 Various streaming networks are available in the common rooms.
- 2 G and PG ratings have no restrictions.

- 3 M rating not for under 15 years unless approved by the Resident on duty.
- 4 MA rating for people 15 years and above, no exceptions.
- 5 R rating not to be viewed in Boarding.

## COMPUTERS

Students have access to the School's computers during the School day, after school and in the evening.

- 1 The School's Information Technology Usage Policy applies to all Boarding students when in Boarding.
- 2 Computer games are not to be played during 'Prep' sessions.
- 3 Boarders in Yrs 7, 8 & 9 are required to place their computers in the Common Room in the evening (by 9.20pm).
- 4 Another student may not use a Boarder's computer unless the owner and the Head of Boarding give permission for this to happen.
- 5 A lockable valuables box is provided in each wardrobe.
- 6 Boarders are reminded that the internet usage is monitored through the School's server. Any inappropriate usage will result in a consequence.
- 7 Inappropriate material cannot be brought into, viewed, used or transferred electronically within Boarding.

## TOWN VISITS

- 1 Year 11+ Boarders may make trips to town on any two weekdays from 3.20pm to 5.00pm.
- 2 Year 7, Year 8, Year 9, Year 10 and Year 11 Boarders will be taken to town every Saturday by Boarding Staff. All students are encouraged to stay within a group during this time and a Boarding Duty Staff member will remain in town with mobile contact available.
- 3 All Boarders should personally sign in and out of Boarding using REACH. This also applies when Boarders are walking, riding or skating in the grounds. No student should leave Boarding without obtaining permission from the Duty Staff and signing out on REACH.

## POCKET MONEY

- 1 Year 7, Year 8 and Year 9 Boarders should need no more than \$15.00 per week pocket money.
- 2 Boarders should not keep large sums of money in their Unit. It is helpful if pocket money is provided in separate envelopes for each week of the term with the Boarder's name on each envelope. These should be given to the Head of Boarding. Cheques should not be used.
- 3 Senior Boarders are encouraged to have access to bank accounts and to use their ATM cards for added convenience.

## **RECREATION**

Boarders will have a range of recreational offerings.

Any cost incurred can be placed on the student's account.

## **PRIVATE PARTIES**

Boarders are permitted to attend private parties, (generally those organised by Day Student's parents), providing the Head of Boarding is satisfied, after consultation with the hosts, that arrangements and supervision will be adequate. Parents will also be required to give permission for their children to attend such a party. Parents are advised to contact the responsible adults running the party to confirm that the supervision will be adequate. Parents should advise the Head of Boarding in writing, email or text that their son or daughter has permission to attend a particular party on the Wednesday prior to the party taking place. Boarding will not be responsible for taking Boarders to private parties.

## **COMMUNICATION**

### **EMAIL**

The fortnightly newsletter will be emailed to families each week and is available on the School's website. Students have access to email before, during and after School, and can access the School system during the break time during supervised 'Prep'.

### **MOBILE PHONES**

Mobile phones are permitted in Boarding, providing students follow the current policy in keeping and using a mobile phone in Boarding. Boarders in Years 7, 8, 9 and 10 are required to leave their phone in the common room overnight. Year 10 students may keep their phone overnight on Fridays and Saturdays only. Year 11 and 12 have unrestricted access to mobile phones.

### **CHANGE OF ADDRESS/CIRCUMSTANCE**

Parents are asked to inform Boarding Staff and Administration as soon as possible of changes in address or any other information which might affect the Boarder. New forms are to be completed each year and sent to the Head of Boarding before Term 1 starts.

## HEALTH

### ILLNESS

- 1 Boarders who are ill at School are to report to Administration at School.
- 2 Boarders who are ill in Boarding should report to the Day Duty Staff member, or Duty Senior. The Day Duty Staff will liaise with the School Nurse and a decision will be made as to whether a Boarder needs to spend time away from School, either by going home or in bed, at the School Health Centre.
- 3 The Boarding Day Duty Staff will arrange medical appointments, collect scripts, liaise with parents and transport Boarders to their various appointments between 10am and 2.30pm. Parents are requested to liaise with the Head of Boarding before making appointments.
- 4 If the Boarder does need to go home, the Boarding Day Duty Staff member or School Nurse will contact parents to make the necessary arrangements. It may be necessary for the Boarder to go to the School Health Centre and remain in bed, until parents arrive.
- 5 Boarders who are ill, in Boarding at the commencement of the School day, and do require rest, will be transported to the School Health Centre at 8.30am. Boarders will be collected, at the end of the School day (3pm) and return to their Boarding Unit.
- 6 Boarders who spend the day at the School Health Centre will be required to stay in their Unit after school and for the evening.
- 7 Boarders, who do require rest and are transported to the School Health Centre, are not permitted to take lap tops, phones or School work with them to the Health Centre.
- 8 Boarders who recover from their illness during the School day and are fit to return to School will be collected from the Health Centre by a Boarding Staff member and will return to Boarding to get changed into School uniform before going to their scheduled class.
- 9 Where possible, Boarders who are suffering from the symptoms associated with gastroenteritis will be isolated.
- 10 Boarders who are ill at home should not return to Boarding until they are well.
- 11 Boarders who are ill for more than two days, or have a contagious disease, will be sent home, or stay with a guardian, until they are well again.
- 12 In emergencies, Boarders will be taken to hospital by Duty Staff, the School Nurse or an ambulance will be called.
- 13 Please contact the Head of Boarding to inform them of a Boarder's absence.

### MEDICAL APPOINTMENTS

- 1 Parents are asked to make appointments through the Head of Boarding so that a time convenient to all may be organised (between 8:30am and 10:30am).
- 2 Boarders who are ill are taken to their appointment by Boarding Staff.
- 3 Boarders who have other appointments, (dentist, orthodontist, physiotherapist, etc) will be taken to their appointment by Boarding Staff.
- 4 If Boarders miss School time due to an appointment, they must request a signed Boarder's Absentee Note from the Duty Staff member. They should then give the note to Administration Staff on their return to School.

## **TRAVEL, HOLIDAYS AND VISITORS**

### **VISITING: FRIENDS/FAMILY**

Boarders usually have the opportunity to visit friends on weekends. However, the following conditions must apply:

1 Parents or Boarders must submit a leave request on REACH. Clear weekend arrangements, including collection and drop-off times, will need to be indicated by Wednesday of each week.

On Sundays, Boarders are asked to return from weekend visits before 8.30pm. They may return by 8.30am on Monday provided the Head of Boarding has been advised.

In arranging visits, parents and students are reminded that commitments to teams and to weekend sports must be honoured.

### **NOTE**

1 Boarders will not be permitted impromptu visitors without the above notification being made on time. Parents' co-operation is sought on this matter to avoid possible embarrassment or misunderstanding.

2 In the event of a friend visiting a Boarder in Boarding, they must initially contact the Duty Staff member. Boarding Staff reserve the right to control the length of such visits.

### **VISITORS**

1 All visitors are to report to the Boarding Duty Staff member before spending time with a Boarder.

2 All visitors are to meet in a designated area. Visitors are not permitted to enter Units.

3 Boarding Staff reserve the right to control the length of such visits.

4 Boarders should not congregate with visitors in the School car parks.

### **OTHER TRANSPORT SERVICES**

Boarders who wish to use public transport services are transported to the station on Friday and collected on Sunday night by Boarding Staff.

### **RETURNING TO BOARDING**

Boarders are requested to return to Boarding, after a long weekend or holiday, between 5.30pm and 8.00pm on the day before school starts or before 8.30am on the morning of the first day of school. When changes to arrangements occur the duty Boarding Staff must be advised.

### **CARS**

Cars may only be used by licensed Boarding students for transport to and from School. Other arrangements can be made with a written request from parents in consultation with the Head of Boarding.



Parents must write to the Head of Secondary requesting permission for their son or daughter to drive to and from School. The letter should include a list of authorised passengers, named individually. If the Head of Secondary grants permission, he will then advise the Head of Boarding.

Parents who wish to give permission for their son or daughter to be a passenger in a car driven to or from School by a student should request permission from the Head of Secondary in writing. If the Head of Secondary grants permission, he will then advise the Head of Boarding. No travel by car will be permitted until the above requirements are met.

Car keys for Boarder's cars must be kept in the Boarding Staff office.

### **BOARDERS' LONG WEEKENDS AND SCHOOL HOLIDAYS**

These occur in the middle of Terms 1, 2 and 3, sometimes in Term 4 and for special holiday weekends (ie Easter). The Boarding Houses close entirely for this time and there will be no Staff on duty. Boarders are requested to make alternative plans for these weekends and holidays. It is asked that parents or guardians make the necessary travel arrangements for the students well in advance.

The Boarding Houses are closed throughout the School holidays. Boarders who are not returning home will need to make arrangements to stay with their local guardian or friends during holiday periods.

### **BOARDING BUS (DURING THE TERM)**

1. This bus is for Boarders who have specific sporting and/or cultural activities out of School hours during the term. The bus is available between 3.45pm and 9.00pm each weekday and between 7.30am and 9.30pm on Saturdays and Sundays.
2. To book the bus Boarders must see the appropriate Staff member on the day required and discuss their plans during lunch on week days, or when bookings are taken.
3. Boarding Staff will monitor the amount of time individuals are spending out of Boarding, particularly if it interferes with 'Prep' time.

### **BOARDING BUSES (BEGINNING AND END OF TERM)**

These usually run from School through Boyup Brook to Ongerup, to Lake Grace via Wickepin and to the domestic Terminal via Perth. They run at the beginning and end of each term, except the beginning of Term 1 and at the end of Term 4. They also operate on all Boarders' Long Weekends. Parents will be advised of any impending route changes well in advance. The approximate times at which the bus will pass through certain towns will be communicated by the Head of Boarding in advance.

Revised January 2023