KINROSS WOLAROI SCHOOL

BOARDING HANDBOOK
PARENTS

The ABC of Boarding at Kinross Wolaroi

Document prepared by the Director of Boarding

Last updated May 2010
BOARDING AT KWS

Boarding at KWS provides an environment in which students can achieve outstanding academic outcomes, play sport at the highest level possible, enjoy opportunities in the Arts and engage in other cultural opportunities not readily available to them otherwise. Boarding at KWS aims:

- To provide a safe, warm and homely environment for all our boarders, making it their home away from home.
- To provide compassionate and empathetic staff.
- To provide a service to country parents, allowing them a secure environment for their children.
- To provide a quality education that may not necessarily be found in a small country town.
- To provide a competitive sporting environment also not necessarily available in a small country town.

Kinross Wolaroi School has boarding facilities on two sites within the town of Orange. Boy boarders live at the day school site, the Wolaroi Site, in three boarding houses, Wolaroi, Trathen and Weymouth. The girl boarders live approximately five kilometres across town, on the PLC Site. They have four boarding houses, Loader, Miller, New and Stuart Douglas.

Each day, there are four morning buses from PLC to Wolaroi, from 7.40 until 8.20. The girls are rostered onto these buses by year.

In the afternoon, there are buses at 3.30, 4.00 and 5.10. The later two buses are to accommodate those girls involved in various after school activities.

Two boarding houses, Trathen on the Wolaroi Site and Stuart Douglas on the PLC Site are horizontal houses for year 7 boarders, to enable them to settle into life in boarding. There are at least four carefully selected senior students in each of these houses.

The other five houses are vertical boarding, ranging from year 8 through to year 12.

Years 8, 9 and 10 live in dormitory style accommodation whilst years 11 and 12 are in study bedrooms. Year 12 students are predominantly one to a dorm.

Boarders board by the term; there are a few students who are designated “weekly boarders” but there is no fee recompense as the School assumes that the bed is available to the weekly boarder for the whole year.

Where beds are available, then casual boarding may also occur. A casual boarder is a student whose parents have elected to send him/her to board for a period of time, from one day to a couple of terms, whilst the parents are away.

Where excursions or sporting activities have a very early start, e.g., 5.30 a.m., then parents from outlying areas sometimes opt to have their child board for the night.

Facilities available to boarders

1. Dormitory or bed study
2. Common room in each boarding house, with kitchenette facilities, TV, DVD etc.
3. Access to computers
4. Beautiful grounds
5. Tennis court
6. An indoor and an outdoor swimming pool
7. Recreation centre and gymnasium
8. Barbecue facilities (may be used by parents when visiting)
9. Well-equipped library, open 8.00 a.m. -5.00 p.m., Monday to Friday.
10. All day school facilities

**BOARDING WITHIN THE DAY SCHOOL**

The boarding school is a separate entity from the day school; it is run by a Director of Boarding, directly responsible to the Principal. Under the Director of Boarding there are seven Heads of Houses. Each House (except New House) has an Assistant House Mother, either part-time or full-time, and three Assistant House Staff.

Under the guidance of the Principal, the Director of Boarding and his/her staff formulate the policy of the Boarding School. The Director of Boarding is a member of the Senior Management Team.

Each boarding house has one or two parent representatives on the Boarders Parents Executive Committee. Through meetings of this body, or by direct representation to the Principal, the Director of Boarding or the Head of House, parents are able to be involved in the organisation of developments of the boarding school.

The names and contact numbers of the Boarders Parents Executive are in the appendix.

Whatever new policy is determined by the boarding staff and/or parents, it must be ensured that it fit under the general school policy.
**THE ABC OR BOARDING AT KINROSS WOLAROI SCHOOL**

**NOTES FOR PARENTS**

**AIMS IN BOARDING**

- To provide the safe, warm and homely environment for all our boarders, making it their home away from home.
- To provide compassionate and empathetic staff.
- To provide a service to country parents, allowing them a secure environment for their children.
- To provide a quality education that may not necessarily be found in a small country town.
- To provide a competitive sporting environment also not necessarily available in a small country town.

**ABSENCES**

If a boarder is returning late from leave the parent should notify the Head of House as soon as possible.

Parents can be reassured by the fact that any unexplained absence from any meal MUST be followed up immediately by the MOD and that **any** unexplained absences from Prep MUST be followed up immediately by the MOD.

As well, any unexplained absences from the House at any time when the student is expected to be there, **MUST** be followed up immediately by the MOD.

If the student cannot be found the Head of House is informed. He/she may choose to notify parents immediately or may wait until such time as an investigation into the boarder’s absence has been made.

*Parents need to be aware of procedures for Boarders’ Absence from Classes*

Although Absence from Class is generally a day school issue, it does have relevance to boarding. As well, new boarders could expect a parent to know what happens.

Boarders requiring leave from school for any reason that involves missing academic time (classes) or a compulsory school activity must apply to the Deputy Principal. Application must be made by the boarders’ parents, who can write or fax the request to the school. The school’s main fax number is 0263920410.

A Boarder leaving school early must sign out through the Front Office.

Boarders requiring leave that involves missing sport or another co-curricular activity on a weekend or after school must obtain leave from compulsory sport or the other activity. This entails filling in a green slip that must be signed by the relevant coaches/supervisors granting consent to miss sport.

The Health Care Centre (sick bay) can organise appointments for medical, dental treatment etc during school hours; when such appointments are made, the student signs out through the Clinic and the Sister on Duty notifies the Front Office of the student’s absence from school and the timing of that absence. Parents can ask the Sisters to organise medical and dental and other related appointments for their child.

The School also asks house staff members to check boarding houses during the day, especially on the Wolaroi Site, to ensure that no students are returning to the boarding house without permission. No student is allowed to return to his/her boarding house between 8.30 a.m. and 3.30 p.m.

We ask that parents stress to their children that skipping classes or truanting is a very serious offence which could well lead to a student’s dismissal from the School.
ACTIVITIES

Boarders have both compulsory and non-compulsory activities.

Compulsory activities include:

- Attendance at school each day
- If a student does not have town leave, nor any other activity after school, then he/she is expected to return to/remain on his/her boarding site.
- Attendance at sport (unless *sport-exempt)
- Attendance at cadets (from semester 2, year 7 until end semester 1, year 9)
- Attendance at School Church services as announced in the Year Book and Bulletin
- Attendance at Boarders’ Chapels
- Attendance at Prep
- Attendance at meals and eating at meals.
- Attendance at socials as indicated on the Weekend Sheet
- Attendance at all activities indicated as compulsory on the Weekend Sheet.

Non-compulsory activities include:

- Activities organised within the House
- Activities organised within the Site
- Activities organised across both sites

Examples of the above include movies, ten-pin bowling, picnics and twilight sport.

Exemptions from Activities:

A Head of House can exempt a student from any activity determined by the HOUSE as compulsory.

A Head of House, in consultation with the Director of Boarding, can exempt a student from any activity determined by the SITE/SITES as being compulsory.

The Deputy Principal, after a request in writing from the parent concerned, can exempt a student from any activity deemed compulsory by the SCHOOL overall.

The Director of Co-Curricular Activities can exempt a student from compulsory sport or cadets.

Parents can write to or fax the appropriate person above in order to organise an exemption for their child. Students are asked to confirm with their Head of House any exemption granted.

*“Sport-exempt” means that the student has written permission from the Director of Co-curricular activities not to do compulsory sport. For boarders this generally is due to a medical exemption or to involvement in music.

*“Exempt” means that a student has permission not to attend a particular activity.

- The main school fax number is 02 63920410. Parents wishing to contact house staff on weekends should use the appropriate house fax.
ALARMS

All Houses are alarmed. The alarms are for emergencies only but they are connected to the School’s Security Service who investigate all calls, unless notified by House Staff of a false alarm.

Although most houses are only alarmed at night, once students are in residence, parents need to be advised that some houses ARE ALARMED in the day. Parents need to check with the Head of House BEFORE entering a boarding house during the day.

ASSESSMENTS

Assessments are a necessary, permanent and, at times, unpopular part of the life of the students House Staff do monitor how their children are coping with assessments. Junior students in years 7 -9 are also introduced to assessments through their individual subject programmes.

The following is the advice given to all House Staff: Helping with assessments: you CANNOT do an assessment for a student but, if the assessment task falls within your area of expertise, then you can be a sounding board for ideas for a particular student. Remember that, if you help one student in your house, then you really should help all the other students in your house completing that task. You should also be able to feel free to say no, if you want to do so, to all students.

If parents are concerned about their child and how he or she is coping, then that parent should contact: the student’s Head of House, the student’s Tutor or Head Tutor, the student’s subject teacher or, if serious, Mrs L Brand, the Deputy Principal in charge of the Academic area.

Assistant House Staff

Assistant House Staff are those members of the school staff who live in residence and assist the Heads of Houses in the supervision of students and the general running of the boarding house.

Parents are introduced to Assistant House Staff through the House newsletter. As well, they should meet assistant staff when they visit their child in boarding.

Immediate matters can be raised with Assistant House Staff, but serious matters or long-term matters should be raised with the House Mother or the Head of House.

BABYSITTING

At times staff may be asked about babysitting; on the whole, the School allows babysitting for members of staff. Ideally, two students should go together to be babysitters although the Head of House can decide to allow only one boarder to go. If a family other than staff is requesting babysitting then it is up to the Head of House in each instance to determine whether the family is suitable for the boarder to visit.

The Head of House must obtain the permission of the relevant boarder’s parents. Parents who do not want their child to babysit should inform his/her head of house.

Only the Head of House can authorise babysitting; it cannot be approved by any other member of the house staff under any circumstances.

The family requesting babysitting is known to the School.
BANKING AND POCKET MONEY

The decision as to how you will organise pocket money for your child is yours.

Some of our students control their own pocket money through electronic banking. However, a number of our junior students (Years 7-10) have a savings bank account with the National Australia Bank, Orange. In either case, deposits may be directly made by parents or left with the Head of House. A sum of $50-$100 per term is suggested. ($5.00-$10.00 per week)

If a student has a savings account with the NAB, then the school can hold the passbook and, to withdraw money, students must complete a withdrawal form and have it initialled by the Head of House or House Mother before it is presented to the Bank. In this way, the Head of House and House Mother will monitor the student’s spending. Pocket money withdrawals are taken to the bank each Tuesday morning.

Where junior students have an electronic account, parents will be able to monitor the child’s spending as they have access to that account. Parents must stress to their children that they are never, in any circumstances, to divulge their PIN number to any other person.

Parents of students in Years 11 and 12 may allow them to be responsible for their own financial transactions. Alternatively, these senior students may also use the School Pocket Money system.

Students are not to return to School carrying large sums of money on their person or in their luggage. A bank cheque may be used to pay fees or to place in a student’s account for pocket money.

Parents who do allow their junior students to have an electronic account must ensure that their children can use the account properly.

Parents or other relatives or friends should never forward cash in the mail.

BARE FEET

Bare feet can spread infectious skin conditions. Students are not to be out of their Houses in bare feet and are actively encouraged to wear footwear within the House too. Parents must ensure that their students have adequate footwear for the seasonal changes and to comply with this.

BICYCLES

Boarders are allowed to have bicycles at school, although storage space is limited.

Each boarder bringing a bicycle to school must first check with his/her Head of House to determine where the bicycle will be stored.

Each boarder bringing a bicycle to school must have a permission note from his/her parents/guardian to do so.

Each boarder bringing a bicycle to school must have written permission from his/her parents/guardian if he/she wishes to ride the bicycle outside the school grounds (i.e., PLC Site for girls and Wolaroi site for boys).

Each boarder bringing a bicycle to school must have written permission from his/her parent/guardian to allow another student to use his/her bicycle.

Each boarder bringing a bicycle to school must wear a helmet at all times when riding the bicycle, inside and outside the school grounds.
Boarders are not allowed to lend their bicycles to other boarders unless the following has occurred: No boarder may ride a bicycle belonging to another student unless the student borrowing the bicycle has written permission to do so from his/her parents/guardian/care giver and the student lending the bicycle has written permission to do so from his/her parents/guardian/care giver.

No boarder may ride a bicycle anywhere in the school grounds or outside the school grounds without wearing a helmet. All students and parents must remember the Road Laws when riding and that if they are over the age of 12 it is illegal to ride on the footpath.

There is a bicycle permission note at the end of this document.

Parents need to be aware that, while each MOD will try and supervise the riding of bicycles as effectively as possible, students must also be responsible for paying attention to road rules and/or lending their own equipment. If you do not wish your child to lend his/her bicycle to another student or if you do not want your child to ride another’s bicycle, then please stress this point with your child.

**BOARDERS’ PARENTS AND THE P and F**

All boarders’ parents are automatically invited to join the P & F. This group meets on the second Wednesday of each month. Information about the P and F is sent to all boarders’ parents at the beginning of each year. Members of the Boarders’ Parents Committee receive copies of the minutes of P&F meetings. The Director of Boarding Represents the boarding parent body at the P and F meetings.

**BOARDERS’ PARENTS’ COMMITTEE**

The Boarders’ Parents’ Committee was formed as a support group connecting boarding families with the school management. It is a way of bringing concerns and issues which affect boarders only, to the attention of staff and of working towards solutions and improvements. There is an Executive Committee which meets several times each year, with the AGM being held in early November, on the Open Day week-end. Each boarding house has one or two parent representatives on the Committee and there are also a Convenor & a Secretary. The Director of Boarding attends all meetings & the Principal attends, if possible. In addition, there are two staff and two student representatives. The two staff members are elected by the Heads of Houses and the two student representatives are the Head Boarding Prefects. If an Assistant House Staff members wishes to speak with the committee he/she needs to work through his/her Head of House.

A suggestion box is available at all meetings. Contributions placed in this box are dealt with immediately, if urgent, or placed on the agenda for the next meeting.

Parents are welcome to contact the parent representatives of their child’s boarding house between meetings. Contact details are in the appendix.

**Boarders’ Bus Passes – PLC Site - Girls**

All girl boarders require a bus pass to travel between PLC-Wolaroi-PLC each day. Because they need to show these passes when requested to do so by Orange Buslines personnel, they must have the passes readily available. Many girls attach them to school bags in a luggage tag.

Each girl must fill out a form on her arrival at PLC. These forms can be obtained from her Head of House or the Front Office. Once filled in, the forms are returned to Orange Bus Company and passes are posted out to individual girls.

If a girl loses a bus pass then she must apply for a new one. A cost of $30.00 is paid by the girl. She can apply through the Assistant to the Director of Boarding (Mrs Rattray Wood)

Girls are not allowed to borrow from, or lend passes to, each other. If they are caught doing so then their passes will be confiscated and they will have to pay the daily bus fare ($250.00 per year).
Boarders’ Travel Passes

These passes are available to all boarding students whose parents are permanent residents of New South Wales. The pass allows the student to travel between the school and the destination closest to his/her home address on Country link provided buses, coaches and trains.

A student may obtain such a pass by filling out forms available through the Assistant to the Director of Boarding (Mrs Rattray-Wood). A recent passport-style photograph must accompany the forms. The forms are sent to Sydney from whence the pass is issued. If a pass is lost or stolen, then another form must be filled in. This is also sent to Sydney for re-issue, but there is a fee of $19.00 which is charged by Countrylink for the re-issue. Both activities take at least ten working days.

This pass is issued by the Department of Transport and must be carried by the student whenever he/she is travelling on Countrylink trains and coaches.

The pass is really only available for travel on weekends and at end/beginning of term. If a student wishes to travel at another time, then he/she must first obtain an Extraordinary Travel Letter (copy in appendix), available from Mrs Rattray-Wood (the Assistant to the Director of Boarding) or from the Front Office.

The pass is for the student for whom it is issued and MUST NOT be shared with or lent to any other student for any reason. If students are caught doing so, then their passes will be confiscated and they will have to pay upfront for any further Countrylink travel.

A girl boarder is not eligible for both the Boarders’ Travel pass and the daily Bus pass. If parents are intending to apply for the Boarders’ Travel Pass and/or the PVC, then parents are asked to notify the Assistant to the Director of Boarding, Mrs Rattray Wood, so that the School can pay for the bus pass.

BOARDERS’ PARENTS AND THE PVC (Private Vehicle Conveyance Subsidy)

Parents who drive their child from their home to school and parents who have to drive some distance to collect their children from Countrylink stops may be eligible for the PVC subsidy. Information on the subsidy and application forms are available from the Parramatta office of the Ministry of Transport, phone 1800 010 123.

BORROWING

Students should, ideally, avoid borrowing from other students whenever possible. Borrowing of money is not permitted at all. Older students, especially, must not borrow from younger students as the younger student may feel pressured into compliance.

BOYS

Boys are not allowed in girls’ boarding houses at any time for any reason. Similarly, girls are not allowed in boys’ boarding houses at any time for any reason. We do ask staff to be especially vigilant during socials, exams and cross-site activities. On the Wolaroi Site we also ask staff to be vigilant during the school day.

BULLETINS

There are four main bulletins. The main one parents should read is the Family News Bulletin. The others provide information for your children.

1. Daily Bulletin: The first bulletin is the Daily Bulletin which is e-mailed to all staff each day. Hard copies are placed on notice boards around the day school.
2. **Family News Bulletin**: This bulletin is produced each week; e-mail copies are available for parents and other school personnel. To be placed on the e-mail list, simply contact Mr B Shaw. (bshaw@kws.nsw.edu.au). Printed copies are available for all students. The bulletins are available from Tuesday evening (for boarders) and Wednesdays (for day staff and students). Boarders Bitz appears each week in this bulletin.

3. **Weekly Notice Sheet**: Distributed each week from the Director of Boarding. This contains an outline of all activities that week. It should be displayed on the house notice board for both staff and students to read. It is distributed by e-mail to all boarding staff.

4. **Term Calendar.** Each term, parents are sent a term planner which gives them an overview of the term’s activities.

**Boarding House Newsletters** Most individual houses do send out newsletters to parents. These tend to be irregular in their arrival.

Boarders’ parents have access to a term planner, which can be found on the school’s website.

**BULLYING**

As parents are aware, bullying can occur, but it is often very nebulous and thus difficult to catch and to halt. Members of the house staff are asked to be alert for any overt bullying or any activity that is getting out of hand. Parents are asked to notify the Head of House if they feel that their child is being bullied in any way.

What is boisterous fun to some people is real bullying to others.

There is an anti-bullying committee in the day school; a parent can also discuss matters with the Director of Pastoral Care (63920337), the School Counsellor (63920356), School Chaplain (63920406) and/or Director of Boarding (6390326), but, please, discuss it with your child’s Head of House first.

Remember, that it is our understanding that KWS should be a place where each student can feel, happy, safe, secure and able to achieve to his/her potential. It is expected that all members of the school – staff, students and parents – will work together to ensure that bullying, whether verbal or physical, subtle or overt, does not happen. We do not and will not accept bullying in this School. We will review the position in the school of any person who persists in bullying.

**BUSES**

**School buses**: The school has a fleet of buses which are available for boarding use.

**Countrylink buses**: at the beginning and end of each term (except the beginning of term 1 and the end of term 4), at Easter where it is separate from the school holidays, and on the June Long Weekend, the school organises transport for the boarders.

- Travel sheets must be filled in by staff and students, returned to Mrs Rattray-Wood and then double checked. Late cancellations incur a charge.
- Travel times are notified as soon as they become available.
- Any parent wishing to organise travel via Countrylink at any other time needs to contact Mrs Rattray-Wood; phone 0263920325 or email srattray@kws.nsw.edu.au
**Town buses:** Girl boarders travel on town buses to and from PLC and Wolaroi each day. All girls need a bus pass to travel on these buses. The bus pass must be available for inspection on every trip.

**CARS**

Boarders are discouraged from having cars at school.

However, where it is more convenient for the boarder to drive him/herself to the boarding site from home, then the car may be allowed. Parents must notify either the Director of Boarding or the student’s Head of House **BEFORE** the student brings the car back to the school.

All boarders travelling in cars driven by themselves, another student or an under 25 driver **MUST** have the **Permission to Drive form** signed by parents and lodged with the Principal. If a boarder wishes to drive another student, even his/her siblings, then this form must be lodged with the Principal. A copy of the form is in the Appendix.

This form is simply parental permission for the student to drive or be a passenger in a vehicle driven by another student. **IT DOES NOT GRANT PERMISSION FOR ANY SPECIFIC ACTIVITY.** Permission for each and every specific occasion a car is used must come from the Head of House. Permission can **only** be given by the Head of House **IF THIS PARENTAL CONSENT FORM HAS ALREADY BEEN SIGNED.**

A list of those students whose parents have signed the form is updated regularly by the Principal’s Secretary, Mrs Wannan. She then e-mails this list to Heads of Houses and they display it prominently in the house office, so that all members of the House staff are aware of those children with permission to drive or to be a passenger.

For special occasions a parent can contact the Director of Boarding and organise for his/her child to use his/her car for this special occasion. Permission needs to be in writing (or fax).

A boarder is **not allowed** to use his/her car on a daily basis. Weekend use of cars is also forbidden. Could parents also re-inforce this point with their child who is returning to school with a car.

**All keys** are to be left with the Director of Boarding.

Cars are not to be used for transport to and from the day school, sport, or any other activity.

Cars are not to be used for trips to the video rental outlets or anywhere else downtown.

Boarders are not allowed to ride in cars driven by day students, ex-students or other young people, apart from very exceptional circumstances which have been approved **on each and every occasion**, by the Director of Boarding.

Boarders are not allowed to ride in cars driven by Assistant House Staff, except in very exceptional circumstances which have been approved **on each and every occasion**, by the Head of House.

**We ask that parents read over these rules related to cars and driving very carefully and discuss them with their child. Our greatest concern is the safety of your child.**
CHAPEL

Attendance at Chapel is compulsory for all boarders.

Chapel services, both whole school chapels and boarding chapels, are advertised in the Year Book and Family News Bulletin.

Students must wear full school uniform to these chapel services, unless told otherwise. The services are generally held on the Wolaroi Site, though the Girls’ boarding chapels are held at PLC.

The Director of Boarding, House-Mothers and Heads of Houses who do not have other school commitments and the Assistant staff on duty are asked to attend these boarding services. Assistant staff members who are not on duty are also asked to attend, if it is possible, to provide a positive example for the students.

Parents who are in town at the time are also invited to Chapel services.

Permission for exemption from a Chapel Service can only be given by either the Deputy Principal (whole school chapels) or the Director of Boarding (Boarding chapels).

CLEANLINESS

Sometimes teenagers can forget to wash; sometimes they simply decide not to do so. House staff members are asked to monitor students in their care and ensure that these students are washing both themselves and their clothes regularly: themselves, once a day minimum; clothes, preferably every couple of days, but once per week either to the school Laundry or washing the clothes themselves is the bare minimum.

Staff members also need to ensure that the student’s uniform is clean and tidy and that casual clothes the student is wearing are also clean. This is almost as important as keeping an eye on when the child is washing him/herself.

Cleanliness may not really be next to godliness but a clean student certainly has a better time in boarding than a dirty one.

Parents are asked to re-inforce the cleanliness issue when they visit their children. If you find that your child has dirty clothes stashed at the back of his/her wardrobe, please let the Head of House, House Mother or the MOD know straight away.

COACHING AND TUTORING

See under Tutoring

Codes of Conduct for Members of the Boarding Community

Staff

1. Staff members are expected to ensure the safety and security of all students at all times.
2. Staff members are expected to be aware of the whereabouts of the students under their care at all times.
3. Staff members are asked to be aware of the students’ code.
**Students**

*How are students expected to behave?*

Kinross Wolbaroi School has a Code of Conduct based on a need for mutual respect. All members of the school community have the right to expect a well ordered environment that is conducive to study, and this right can only be provided when all members of the community accept their obligation to honour the Code of Conduct. The two main principles of the Code of Conduct are:

1. Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.
2. Everyone is expected to make the most of their time at school; all are asked to be punctual and well prepared for both lessons and other activities.

**What are the school rules?**

As in any community there are rules which govern behaviour. It is generally felt that any breach of common sense is a breach of school rules. Although the rules are quite detailed and are recorded in the students’ Year Book, they can be summarised as follows:

- All members of the Kinross Wolbaroi School community are expected to abide by the Code of Conduct.
- Any act of bullying constitutes a serious breach of school rules, and all reported incidences of bullying will be thoroughly investigated.
- Students must know and comply with the School rules as set out in the Year Book.
- Students must know and comply with the School dress code.
- Smoking is not permitted, nor is the possession of tobacco in any form.
- It is forbidden to purchase, possess, bring into the school or consume alcoholic drinks.
- It is forbidden to purchase, possess, bring into school or consume unauthorised and illegal drugs.
- Students, be they drivers or passengers, must be aware of and comply with the School driving regulations and must have a signed permission note lodged with the Principal.
- Personal behaviour should be discreet and seemly at all times; there should be no public displays of affection between students during school time.
- Students should be aware of, and comply with, the school safety rules in every area of school life.

Further guidance on school rules, rewards and sanctions is given in the school yearbook.

In regard to transgression of school rules, all pupils are treated in the same way regardless of age or gender.

**What can I do if things go wrong?**

There may be times when a student feels upset, anxious or unable to cope. Talking with friends or family is for many the first step in resolving the problem, but there are others who could also be of help.

The Tutor, Head of House, House Mother, Director of Boarding or one of the House assistants will always be ready to listen, as will any other member of staff. Who is chosen will very much depend on whom the student knows well, the student’s feelings and the circumstances. The Chaplain, the School Counsellor and the School Sisters all have much experience in dealing with problems experienced by young people, as have the Principal and other senior staff. Students can request a confidential appointment with any of these people.

**Role of the Boarding House Staff**

Staff will respond to any behaviour thought to be inappropriate and will take into account the student’s behaviour prior to an incident. Issues which cannot be resolved at the individual level may be referred to the Head of House. The Director of Boarding and the Deputy Principals will become involved in serious incidents or in cases of persistent poor behaviour. Any situation in which the Principal is involved is considered to be very serious.

**COMMON ROOMS AND KITCHENS**

As parents are aware, all boarding houses have common rooms and some have separate kitchens. Staff members are alert to the cleanliness of these areas. House cleaning rosters are followed. Staff members are asked to ensure that the same students are not always involved in cleaning up these areas, especially over weekends.
COMMUNICATION MECHANISMS WITHIN BOARDING

Parents are able to maintain contact with the School administration, other staff and their own children via

a. E-mail
b. Phone calls
c. Regular meetings
d. Personal contact
e.Newsletters/bulletins
f. Mobile phones
g. Boarders’ Parents’ Executive Committee

COMPLAINTS AND CONCERNS

Informal Complaints and Concerns of Students

Students who have problems or complaints know that they can present these complaints to:

- Their big brother or sister (if their house has this scheme)
- A dorm leader
- A house senior
- the captain or vice-captain
- An Assistant House Staff member
- The House Mother
- The Head of House
- The sisters in the health care centre
- The Chaplain
- The School Counsellor
- A member of the day staff
- The Director of Boarding
- The General Duties Officer
- The Deputy Principals
- The Principal

The person receiving the complaint is asked to listen to the student carefully, to ask permission to relay the complaint to the relevant person and do so.

A student, who is really upset about a matter, even if it does seem trivial, should take it to his/her Head of House. Parents are asked to encourage their child to speak directly to the Head of House or to discuss the matter with the Head of House themselves.

If the parent or student is not happy with the Head of House’s response, then the parent or student should go to the Director of Boarding. Hopefully, this will resolve the matter.

COMPLAINTS - PARENTS - Parents who have complaints should firstly speak to the Head of House. If not satisfied, they should direct their complaints in writing to the Head of House; if there is not a satisfactory response then the parent re-directs the complaint to the Director of Boarding. If the matter is urgent, direct the letter/e-mail to both the Head of House and the Director of Boarding. Hopefully, by this stage, the complaints will have been dealt with satisfactorily. If that is not the case then the parent contacts the Principal. Finally the parent does have recourse to the School Council through its Chairman.

The Formal Complaints Process

Kinross Wolaroi School values the feedback it receives from parents and the community. Responding to both affirmative and negative feedback demonstrates the School’s commitment to open communication within the
Purpose
The policy is designed to
- Improve the level of stakeholder satisfaction with the School
- Recognise, promote and protect stakeholders’ rights, including the right to comment and complain
- Provide an efficient, fair and accessible mechanism for resolving complaints in accordance with the principles of natural justice
- Ensure that the complaint handling process is transparent and comprehensive

Principles
Responsiveness
Complaints need to be resolved openly and responsibly. It is expected that all complaints will be acknowledged and resolved in a timely manner. The process and time frames for resolution will vary depending on the nature, complexity and timing of the issue.

Fairness
The process needs to be fair to both complainant and the person/s against whom the complaint is being made. All parties must be protected from victimisation, discrimination or retribution. The process is based on the principles of natural justice, including the complainant’s right to
- Be heard
- Have their complaint treated seriously
- Be informed of the process of complaints handling
- Be informed of the School’s decision and the reasons for that decision.

The person or section of the School about whom the complaint is made shall have the right to:
- Be advised of the identity of the complainant and the complaint
- Collect sufficient detail to enable them to gather information and prepare a response to the complaint
- Have the opportunity to respond to the person investigating the complaint and have the response taken seriously
- Be informed of the processes engaged in the complaints handling
- Be informed of the decision and the reason for the decision

It is important that those handling complaints should be independent of the issue of the complaint. If a conflict of interest arises for the staff member involved in the receipt or management of a complaint, the Principal will arrange for an independent staff member to continue with the process and hear the complaint. If the complaint involves the Principal, then he will inform the Chairman of the School Council.

Confidentiality
To protect confidentiality and privacy, staff involved in handling complaints resolution must ensure that information is restricted only to those who genuinely need to know in order to deal with the complaint. Some information about the specific complaint may need to be disclosed to others during its resolution. The complainant needs to be informed of this.

Processes
It is important that the initial process of handling complaints is supportive and utilises positive conflict resolution skills. Each complaint should be treated on the information available and actions that are appropriate to the individual complaint. Anonymous complaints will not be recognised or dealt with under this policy.

Procedure for Raising a Concern or Making a Complaint
Kinross Wolaroi School acknowledges that concerns and issues exist that may be resolved informally without the need to follow a formal complaints process. In such cases complainants are encouraged initially to raise issues or concerns informally with the relevant person at the time of the issue arising. Discussing the issue or concern immediately and face-to-face may clarify the situation and resolve any misunderstandings.
satisfactorily. In the event that this does not resolve the issue, the complainant should then contact the relevant Senior Staff member. Parents should contact the Head of House, the Director of Boarding or the Deputy Principals. If there is still a concern then the person making the complaint should bring it to the attention of the Principal. Should a complaint be made against the Principal then this complaint should be put in writing and addressed to the Chairman of the School Council.

Complaints received by Members of the School Council must be referred to the Chairman who will discuss the matter/s with the Principal.

**Positive resolution of a complaint should aim to:**
Seek resolution at the level at which the complaint is made
- Gain agreement of the parties
- Consider all relevant information and views of all parties
- Consider the School’s policies, in particular the Policy for the Resolution of Disputes and Grievances contained in the Staff Handbook.

**The management of complaints resolution needs to reflect the following:**
- Complainants should be told the process for the complaint resolution and given an indication of how long it will take to deal with a complaint
- Complainants should be kept informed of progress on resolving the complaint where relevant
- It is expected that written complaints will be acknowledged within 7 days of receipt.

The proposed timeframe required to resolve the complaint should be indicated to the complainant as early as possible in the process and may vary according to the nature, complexity or timing of the complaint.

**Record Keeping**
All complaints which cannot be resolved informally will be recorded by a staff member handling the complaint and kept on the relevant files. Details should include:
- The nature of the complaint
- Dates and names of parties concerned
- Staff members involved in handling the complaint
- Action taken and outcomes

**Mandatory Matters**
If a complaint or disclosure involves any mandatory matters the staff member should immediately notify his/her Head of House who will notify the Director of Boarding and the Principal. **UNDER NO CIRCUMSTANCES ARE INDIVIDUAL STAFF MEMBERS TO INVESTIGATE A MANDATORY MATTER.**

**COMPUTERS AND THE INTERNET**

All boarders in all Houses have access to the Internet and to computers. Students who have their own personal computers are able to link them to the School’s Internet and Intranet systems.

Any student having difficulties with computers must immediately notify the relevant Head of House and the staff members involved with the Network, Mr C King and Mr S Kosarac.

On each site there are also computers available to all students during prep time and over the weekends.

Parents with queries can contact their child’s Head of House, Mr King or the Director of Boarding.

The School’s Internet policy can be found on the Website. All students have read and signed this policy.
CONTACT WITH PARENTS

Parents need to know that all house staff members are asked to encourage students to contact their parents, by mail, e-mail, SMS or phone at least once a week. Most students won’t need this encouragement, but we do remind both parents and House staff members that some students do not contact home. Those here at school realise that we cannot force them to do so, but we do try to gently encourage them.

The Head of House and the House Mother are the main two boarding contacts with parents. A parent is also welcome to contact an assistant, of course, but parents must realise that the assistant may not be fully aware of all aspects of a situation or ramifications of a problem.

Sick students: generally speaking the sisters in the Health Care Centre contact parents about their sick child because the sisters are most familiar with all details of the illness. However, parents may, of course, also contact the Head of House or the House Mother.

Letters home: in the past, students have been encouraged to write a letter home once a week, placing the Family Bulletin in it before sending it home. Many parents now receive the Bulletin via e-mail or the Website and the necessity (from the School’s point of view) for the weekly letter has lapsed. However, we still do try and encourage letter-writing. As well, boarders love receiving letters.

COUNSELLING

The School Counsellor, Mr Bruce Paine, (63920356) is available to all boarders and their parents. The Health Care Centre sisters (63920376), your child’s tutor and head tutor and your child’s Head of House and House Mother are all available to provide counselling if your child needs to turn to someone for support.

DAMAGE

All boarders are responsible for any damage they cause to any school property. Costs will be assessed, a parent notified in writing by his/her child and the amount charged to the student’s sundries.

DETentions

See Rewards and Sanctions

DINING ROOM and MEALS

Parents need to be aware of dining room protocols.

For all boarders, attendance at all meals is compulsory.

Staff members on duty are asked to ensure that

- All students are at meals and that they are all eating. A student is entitled to ask for a small helping, but some food must be eaten. Staff members need to be aware of students with eating disorders.
- Their manners are exemplary.
- Their behaviour is positive.
- No newspapers nor mail are read at the table
- No food is removed from the dining room (except at lunchtime or late meals)
- A roll is taken and absentees are followed up
A meal is saved and taken back to the relevant boarding house for all children who are missing that meal.

MODs maintain control of the dining room

Both Staff and Students are dressed appropriately.

Where uniform is worn to a meal, it is to be worn properly. No blazers or jackets are to be removed until indicated by the Senior on Duty (SOD) or the MOD. Track suits and Cadet Uniform may be worn to meals, but, again, full track suit (both top and bottom) and full cadet uniform must be worn.

Where casuals are worn to dinner, then those casuals must be neat and tidy. Girls should not be showing their midriff and singlet tops are discouraged. Football jumpers are also not appropriate dining room dress.

Staff members are asked to remember these dress conventions when they, too, dress for the dining room.

Late meals and any other meals being removed from the dining room should be on paper plates with plastic cutlery.

Hats are not to be worn by students when they are seated in the Dining Room.

The Kitchen caters for various food allergies, for students who are vegetarians and for others with special food needs.

**DIRECTOR OF BOARDING**

The Director of Boarding is the Head of Boarding and is directly responsible to the Principal.

The Director of Boarding is a member of the Senior Management Team.

The Director of Boarding heads the Boarding Team and chairs the Heads of Houses meetings.

The Director of Boarding is readily available to any parent who wishes to speak with him/her.

**DISABILITIES**

KWS staff members, both day and boarding, are aware that it is unlawful for educational authorities to refuse to admit a person with a disability to a professional or skill-based training course on the basis that a person with a disability is unlikely to be able to work in the profession or trade because of his or her disability.

The definition of disability for the purposes of the DDA includes:

- total or partial loss of the person’s bodily or mental functions;
- total or partial loss of a part of the body;
- the presence in the body of organisms causing disease or illness;
- the presence in the body of organisms capable of causing disease or illness;
- the malfunction, malformation or disfigurement of a part of the person’s body;
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction a disorder;
- illness or disease that affects a person’s thought processes; and
- perception of reality, emotions or judgment or that results in disturbed behaviour.

The DDA makes it unlawful to discriminate against a person because of:

- a disability which he or she has;
Discrimination is also unlawful where it occurs because a person with a disability uses a palliative, therapeutic or assistive device, is accompanied by a carer, interpreter, reader or assistant or is accompanied by a guide or hearing dog or other trained assistant animal.

A person does not gain any special rights or benefits by coming within the definition of disability under the DDA - only the right not to be discriminated against

Some of the effects of living and working with a person with a disability could include:

- Benefits for other people - e.g. flexible teacher methods may enhance learning for other students
- Disadvantages for others - e.g. a student with a disability may require more teaching resources, detracting from the resources available for other students
- Effects of the disability on a person - e.g. other students may learn "signing" to improve their communication with a student with a hearing impairment
- Costs involved, taking into account the financial situation of the educational authority - e.g. the cost of providing a modified computer for a person with a visual impairment may be beyond the financial resources of a small secretarial training college but is a minor expense for a university.

At Kinross Wolaroi School, both Miller and Weymouth Houses have facilities for disabled students.

**DORMITORIES**

Dormitories are a boarder’s personal living space. From years 7 to 11, they are shared with one, two or more. Year 12 predominantly have their own study-bedrooms.

Because most dorms are shared, it is extremely important that every boarder keeps his or her area neat and tidy at all times. Dormitories are checked each morning, intermittently throughout the weekends and prior to any type of leave the student may wish to take.

Parents are asked to notify the Head of House or the House Mother of any concerns they have with their child’s dormitory or other accommodation, or any other matter relating to their child’s living conditions.

**DRAMA AND CO-CURRICULAR DRAMATIC ACTIVITIES, INCLUDING THE MUSICAL.**

As parents may be aware, the school has a strong drama programme, mainly co-curricular. These notes are included for parents’ information.

The major Musical is held at the beginning of Term 3, but rehearsals, obviously start much earlier. Other drama activities are held throughout the year.

House staff members are aware that boarders involved in the Musical or other drama productions will need lunches when off site, meals kept when rehearsals run late and will often need taxi slips (made out to Drama) for transport between the site and the rehearsal venue.

Parents and Boarding staff need to be aware that students may require prep time for both auditions and rehearsals. Staff members are asked to help those involved in the Musical or other drama production to catch up on missing work.
Auditions are a stressful time for those involved, especially for Juniors who may be new to the school. Parents and Boarding staff are also asked to encourage those auditioning and to be positive for them, but not to raise false hopes.

Students are generally involved in the musical in one of four ways (the first three ways apply to other drama productions):

1. On stage, in a lead role – very heavy rehearsal schedule.
2. On stage, in a supporting role or the chorus – rehearsal schedule is not as heavy as that of the leads.
3. Backstage. These students are only required in production week but they may have to leave earlier and return later than the other students involved in the musical/drama. They are normally dressed totally in black.
4. (Generally the musical only) the Orchestra. These students generally rehearse on their own until a few weeks before the musical. Intensive rehearsals are set up by the Music Director (who provides Boarding Staff with a list of the names of those involved). These students generally arrive later at a production and are able to leave earlier, than all the other students.

**Procedures for Rehearsals**

Currently, rehearsals are held on:

- Fridays, 3.30-5.00 p.m.
- Sunday afternoons

Usually, not all chorus members are required at all rehearsals.

Parents and House staff must consider the ramifications of the above for weekend leave for any student involved in the musical or other drama production.

Transport on Sundays is provided by taxi slip or bus; staff will be informed of details on the Weekend Sheet each week.

**Holiday rehearsals**

For the major musical there is a week of rehearsals in the last week of the holidays dividing terms 2 and 3.

Boarders are expected to organise their own accommodation for this. They do not stay in boarding.

During this week rehearsals are generally held on the Wolaroi Site, transferring to the Civic Theatre on the first Monday of Term 3.

**Travel to and from rehearsals**

On the Monday, boarders travel to the Civic Theatre from their accommodation privately and return to boarding the same way. From Tuesday until Friday, Boarders are dropped at the Civic Theatre and picked up by normal school buses. They return to the Wolaroi site each afternoon in time for their normal co-curricular activity (except Friday afternoon).

No student is allowed leave from the civic Theatre during the day. Boarders’ lunches are sent to the Civic Theatre each day from the Wolaroi Dining Room. (Boarders provide their own lunch on Monday.)

Traditionally, the boarders’ performance is held on the Thursday evening of Rehearsal week, commencing around 7.00 p.m. All cast, backstage people and musicians are required at the Civic Theatre from 6.00 p.m. so
need early meals. However, they all return with the boarders on the boarders’ buses at the end of the performance.

On Friday, there is a matinee. All those involved in the Musical are free from around 1.00 p.m. Heads of House need to make what arrangements they require in their House for their boarders.

On Friday night, Saturday matinee and Saturday night boarders may travel with their parents or using taxi slips.

All Parents need to be aware that the school does not arrange, organise or condone any after the show parties.

Other drama productions follow a similar pattern but, generally speaking, fewer students are involved.

All information about these activities will be found in the Weekly Notice Sheet or the Weekend Sheet.

**DRESS and UNIFORM**

- Dress is at all times to be neat and tidy.
- Uniform is to be worn proudly and correctly.
- Full school uniform or neat casuals may be worn to breakfast. Clothing for dinner is determined on each site.
- Uniform must be worn to school. Casuals may be worn to prep.
- On Saturdays, full sports uniform must be worn to sport. Neat casuals may be worn on leave.
- On Sundays the students may wear casuals all day, unless there is a particular function which necessitates the wearing of uniform. This will be indicated on the Weekend Sheet.
- On special occasions the above may be negated and students will wear uniform. Such occasions will be noted in the Weekly Notices and the Weekend Sheet.
- Shoes are to be worn at all times when a student is outside the boarding house.
- The correct shoes are to be worn at all times in the Rec Centre.
- If a student is wearing uniform in the street, then full school uniform or full track suit must be worn.
- When students are in uniform down the road, in town etc, they are NOT, under any circumstances, to eat or drink. Eating and drinking, whilst in uniform or full track suit can only occur in a restaurant, café or whilst sitting at the seats in the shopping centres. Please note that this includes both boys and girls.

**DRY CLEANING**

All dry cleaning is to be handed in to the student’s House Mother on a Tuesday evening (or such time as is designated by the Head of House). It will be returned on Thursday evening. Costs of dry cleaning are charged to your child’s Sundries account.

**DUTIES**

All students assist in keeping houses as tidy and neat as possible at all times, in just the same ways as a child helps his/her parents to keep his/her own home tidy. Each house has a roster system for duties to be completed each day. Duties include such things as: emptying the bins, straightening the common room, tidying the kitchenette, assisting with putting away linen, sorting the clean washing etc. These duties are not arduous and take only a few minutes to complete.

**DUTY OF CARE**

This phrase refers to the school’s responsibilities for its students, how the school staff behaves towards them and what the staff does.
Staff are advised that:

**Duty of Care refers to our responsibilities for our students, how we behave towards them and what we do.**

We should be aware of the demands and needs of our students; we should be aware of their whereabouts at all times; we should be ready to listen to them, to share their pleasures in their day and to share their disappointments.

We should respect the feelings of each of our students.

We must remember that each student is an individual, that each student has worth and that each student must have our esteem.

We must value our students so that they can value themselves.

**DVDs, FILMS, VIDEOS, MOVIES**

See under *Movies*

**EATING AND DRINKING IN THE STREET IN UNIFORM**

Students are not allowed to eat or drink in the street or in shopping centres whilst wearing any form of the school uniform, unless they are seated in a restaurant or café or on the seats in the shopping centres.

**EATING DISORDERS**

Eating disorders DO exist. All House staff members are asked to monitor all students during meals to ensure that each student is eating adequately.

A student’s friends will often come to a member of the house staff when they are worried about a fellow student. If these people come to any staff member, staff members are asked to listen to them and refer the matter to the Head of House immediately.

If parents have concerns about a child, they are asked to contact the Head of House or the House Mother, the Sisters in the Health Care Centre or the School Counsellor.

**ELECTRICAL GOODS**

All electrical good brought into the boarding houses by students should be safety tagged for Occupational Health and Safety reasons. These tags indicate that the device is safe to use and will be highly unlikely to cause harm. Parents should endeavour to ensure that all appliances are tagged before they come into boarding.

Tagging will take place at school at times and this will be charged to the students as necessary. Untagged goods are likely to be confiscated.

If a student returns to school with a refrigerator, with permission granted by the Head of House, a $100.00 levy will be raised to cover the cost of the electricity for that item. The fridge must also be tagged.

Students must ensure that they turn off all electrical goods before leaving for school.
**ELECTRONIC DEVICES**

Students have access to a wide range of electronic devices ranging from laptops to mobile phones. These devices are intended to be put to good use. However, there are occasions when these devices can be put to misuse.

Mobile phones are an excellent source of communication between students and parents. **Mobile phones** should be used responsibly in a reasonable manner in accordance with the telecommunications act.

They should not be used:
- To send inappropriate material.
- To harass or demean people
- To make unsolicited contact of a lewd or inappropriate manner.
- After lights out
- During prep
- In conjunction with a lap top or personal computer to gain access to inappropriate material on the internet
- As an internet browser to access material that is currently filtered by the schools internet screening.
- To establish Bluetooth links with other devices without consent from the owner of the other device.

**Personal computers and laptops** should be used within the reasonable usage policy that all students agree to. At present a number of students may have access to wireless networks that operate outside the schools internet provision. Staff are asked to be extra vigilant should they see a student using such a device. These are likely to be banned as the schools internet provision to boarders improves.

**E-MAILS**

E-mail is a major form of communication both within and without the school. Parents are invited to maintain regular e-mail contact with their child’s head of house.

All necessary phone numbers, fax numbers and e-mail contacts are appended to these notes.

**EMERGENCY EVACUATION PROCEDURES**

Parents can be reassured that all boarders are aware of the Emergency Evacuation and Lockdown procedures for their house and for their boarding site. Site and house drills are held each term.

**HOUSE**
Each house has its own procedures, based largely on differing locations.

**SITE**
Again, both PLC and Wolaroi have different routines.

**DRILLS**

**Students MUST be notified before a drill.**

A Copy of the procedures follows:

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**In the event of an emergency evacuation:**

1. The MOD will instruct you to EVACUATE!
2. Do not panic. Use common Sense. Follow the MOD’s instructions.
3. Leave the House by the nearest SAFE route.
4. IF time permits, and you are instructed to do so
   a. Warns others by repeatedly calling “EVACUATE”
   b. Close doors and windows
   c. Do not pack/bring any belongings.
d. A fire blanket wrapped round your body at night is acceptable

e. Do NOT wrap yourself in a doona

5. Report to the designated Evacuation Point and wait quietly for instructions.

6. The MOD will call a roll and inform the Head of House and/or Director of Boarding if anyone is missing.

7. The Director of Boarding and/or Head of House will inspect the House, check with the MOD and report to the designated FIRE Warden.

In the event of an Emergency LOCK DOWN

1. The MOD will instruct to LOCK K THE HOUSE!

2. Lock any external doors and windows in your area (unless otherwise instructed)

3. When all windows, doors are locked go immediately to the designated House meeting point.

4. Do not pack/bring any belongings.

5. The MOD will call a roll and will inform the Head of House and/or Director of Boarding if anyone is missing

6. If a danger exists, the MOD, Head of House or Director of Boarding will summon help.

REMEMBER THAT THE SCHOOL IS PATROLLED BY SECURITY GUARDS FROM 10.00 P.M. IF YOU ARE CHALLENGED BY A SECURITY GUARD, STOP AND IDENTIFY YOURSELF IMMEDIATELY. DO NOT MOVE AWAY.

EMPLOYMENT OUTSIDE THE SCHOOL

See Jobs

EXCURSIONS

Excursions can occur in both the day school and in boarding. With boarding excursions staff members on duty are expected to attend and staff off duty are often invited to attend (e.g., house picnic). Parents may also be invited to such functions.

Day school excursions are notified in the Weekly Notice Sheet. Times of departure and arrival and lists of names of those involved are either in this bulletin or with the head of House. Sometimes there are early departures (as early as 3.30 a.m.) when the MOD is expected to turn the alarms off for the students to depart.

MODS are not required to wake students in years 11 and 12, as they have their own alarms, but it is wise to check that they are up and ready to go about 15 minutes before the time of departure.

Students in years 7-10 should be called by the MOD thirty minutes prior to the nominated departure time.

Once early excursions have departed, staff members on duty are asked to lock up the house again and re-set alarms until the normal wake-up time.

Late returns are also notified on the notice sheet. The MOD needs to ensure that late meals are not required. This is especially true if an excursion is running late.

Parents should be notified of an excursion through letters sent home by the Subject Area running the excursion. They may also read about it in the weekly Family News Bulletin.
Excursion costs are charged to a parent’s school account through sundries. Heads of House are asked to be aware of not placing too many charges against a child’s account, without prior permission from the parent.

Day school excursions are the responsibility of the teacher/s concerned

**EXEAT FORMS**

This form (see appendix) must be signed by a parent/guardian before a student can have any sort of leave (other than with the parent or guardian) from the boarding site. The Head of House should maintain, in a confidential but obvious place, the list of those students in the house who do not have a signed Exeat form or whose Exeat form is limited. If the leave is limited, then the names of those people who may take the student out should also be listed.

All house staff members need to be aware of the names of those students whose leave is limited or non-existent.

**FACEBOOK AND SOCIAL NETWORKING SITES**

Access to Facebook is permitted for boarders for an allocated period of time after school through to prep. This is to allow social interaction inappropriate use of Facebook or other social networking sites will lead to them being blocked by the school. Inappropriate use would include, cyber bullying, abusive messages to, or about students and staff, and any behaviour or comment that brings the school or students at it into disrepute.

**FAMILY NEWS BULLETIN**

E-mail copies are available for parents and other school personnel. To be placed on the e-mail list, simply contact Mr B Shaw. (bshaw@kws.nsw.edu.au). Printed copies are available for all students. The bulletins are available from Tuesday evening (for boarders) and Wednesdays (for day staff and students).

**FILMS, VIDEOS, DVDs, MOVIES**

See under Movies

**FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES**

Fire drills are compulsory.

*Individual House Drills*

- A fire drill must be held in each house within the first week of EACH term.
- The fire drill must be completed successfully by all students.
- The fire drill must be held at a “normal” boarding time.
- At the conclusion of each fire drill, a notice in writing (e-mail is acceptable) must be sent to the Director of Boarding, Mr Shepherd, Assistant to the Director of Boarding, Mrs Rattray-Wood and to the Assistant Bursar, Mr Jeremy Collins.

*Site Drills*

- A full site fire drill must be held within the first four weeks of each term.
- The fire drill must be completed successfully by all students.
- The fire drill must be held at a “normal” boarding time.
At the conclusion of each fire drill, a notice in writing (e-mail is acceptable) must be sent to the Director of Boarding, Mr S Shepherd, Assistant to the Director of Boarding, Mrs Rattray-Wood, and to the Assistant Bursar, Mr Jeremy Collins.

**FOOD**

We are proud of the quality and quantity of food available to boarders at KWS.

Breakfast: fruit, cereals, toast, choice of hot dish.

Morning tea: fruit and a snack.

Lunch: fruit, sandwiches, hot dish, including meat pies, cake, yoghurt.

Afternoon tea: fruit. (This should be collected at breakfast and left in the child’s dormitory, or at lunchtime)

Dinner: choice of two main dishes; hot vegetables and salads, dessert.

Vegetarians and students with other dietary needs are catered for.

Supper: provided by each boarding house four or more nights a week.

Something to drink is available at every meal.

*What should a Parent do if their child indicates that he/she is not happy with some aspect of meals?*

- Tell the child’s Head of House
- Encourage your child to go to the food committee meeting, each Tuesday Week B at recess in the Wolaroi Dining Room

Remember, your actions can solve the problem, if there is one.

*What should you as a parent do if you have any concerns over food?*

- Contact your child’s Head of House
- Contact your Parent Representative (Phone number in Appendix)
- Contact the Director of Boarding

*An invitation:*

Parents are invited to eat in the dining room when they are visiting their children over a meal time. Simply see your child’s Head of House or the MOD of your child

**THE FOOD COMMITTEE**

This group of students meets regularly with the Kitchen staff to discuss the meals at KWS. Any student is welcome to attend these meetings although there are representatives from each house on the committee. The Director of Boarding’s Assistant takes minutes from each meeting. These are circulated to each House and to the students on the committee. They are available on request to parents. Simply contact Mrs Rattray-Wood.

It is important to note that both kitchens have feedback logs where complaints, suggestions and praise can be given.
FOOD – COOK CHILL PREPARATION

Kinross Wolaroi School has a cook chill operation in the kitchen. That means that all preparation and cooking of food is done at the Wolaroi kitchen and then divided between the two sites (PLC and Wolaroi). This happens on a Monday, Wednesday and Friday.

Cook chill is a process of preparing and cooking food and then rapidly reducing the temperature to 0 – 3 degrees centigrade, where it can be kept in a holding cool room for four days; this includes the preparation and the service day. The food is then brought up to temperature at service time to at least 75 degrees.

Although this is a cook chill operation, there has been a considerable amount of money spent on new ovens and this has allowed the kitchen staff to cook a lot of the food at service times and not go through the cook chill process, i.e., steaks, chops, bacon and many of the different potatoes and other vegetables that are served.

The menu that is served at Kinross Wolaroi is based on a four week cycle. On the whole students on both sites enjoy the same meals at the same time but there are some differences between the girls and the boys because the Kitchen tries to give the students their preferences. On major example is that the girls do not like the mixed grill, while the boys do. On the mixed grill night on the boys’ site the girls will have a different choice. Overall, however, both boys and girls have the same menu which is cooked on the same day for both sites.

Front Office
The Front Office is the main entry area into the secondary school.
All visitors should report to the Front Office, 8.30 a.m. – 5.00 p.m.
All mail is delivered to, and sorted by, the ladies in the Front Office.
Parents should always ensure that the Front Office has a contact number and address for them, particularly if they are on holidays during term time. Front Office: 63920300
Students can post small parcels and letters through the Front Office.
All rolls are sorted by the ladies in the Front Office.
Students leaving the school must sign out through the Front Office (or the Health Care Centre, if medical leave.)

Gap Staff
Gap Staff are seen by the school as Assistant Teachers. They live in residence, are given a living allowance and are expected to complete duties in both the day school and boarding. The Art Gap Staff Member is a university graduate.

Gating
A gating is a punishment which restricts a boarder’s movements. A gated student is not allowed to leave the boarding site except, for girls at PLC, to attend the day school. A gated student normally attends compulsory sporting activities and other educational excursions. A gated student’s attendance at a school social is at the discretion of that student’s Head of House.

GIRLS

Girls are not allowed in boys’ boarding houses at any time for any reason. Similarly, boys are not allowed in girls’ boarding houses at any time for any reason. The School asks staff to be especially vigilant during socials, exams and cross-site activities. On the Wolaroi Site we also ask staff to be vigilant during the school day.
**GREEN SLIPS and YELLOW SLIPS**

This is the name given to the form students use to obtain leave from sport or other weekend activities. It must be signed by the coach or supervisor of the co-curricular activity, to indicate that the boarder has leave. The boarder then returns the form to his/her Head of House.

The Yellow Slip must go to the Director of Sport.

**GYM**

*See Rec Centre*

**HATS**

The Tam o’ shanter is part of the girls’ uniform and is to be worn on special occasions, particularly Commencement Service, the Year 12 Graduation Ceremony and Speech Day. Other occasions when tams are required will be notified in advance to all girls.

Girls are to wear the straw hat during the school day in terms 1 and 4, when a girl is outside in the sun.

Boys must wear the boys’ school hat whilst outside during summer in terms 1 and 4.

Hats are to be worn at sport whilst outside during terms 1 and 4.

Hats are not to be worn whilst students are seated in the Dining Room.

**HEADS OF HOUSES**

The Head of House is the senior person in each Boarding House. The Head of House is responsible to the Principal, through the Director of Boarding, for the efficient and effective running of his or her Boarding House. This will necessitate each Head of House working in close co-operation with the Director of Boarding.

The Head of House is probably the most important person in the life of his or her boarders during term time and, as such, the Head of House has an enormous responsibility. The Boarding Houses must be seen as a home away from home for the students during term time and therefore it is absolutely essential that the environment should be as happy and as homely as possible. It is each Head of House’s responsibility to ensure that his or her House approaches this ideal as nearly as is reasonably possible.

Parents are asked to contact the Heads of Houses whenever they have any concerns. Heads of Houses are also asked to maintain close contact with the parents or guardians of the students their care.

**HEALTH CARE CENTRE -- FORMERLY SICK BAY**

Because Boarders’ physical well-being and development are provided for and monitored by the Sisters in the Health Care Centre and by the House Staff, parents need to be cognisant of the way in which the Health Care Centre operates.

All house staff are also asked to familiarise themselves fully with the following information about the Health Care Centre, its purpose and its procedures. Any questions should be directed to the Sisters in the Health Care Centre, your child’s Head of House or the Director of Boarding.

Policies and Procedures for Health Care:
1. **There is 24 hour access to emergency assistance.**
   a. A Registered Nurse is on duty from 7.30 a.m. until 7.00 p.m. Monday to Friday.
   b. Clinics are held at the PLC Site from 7.30-8.00 a.m. and from 6.00- 7.00 p.m.
   c. The RN is on call for emergencies between 7.00 p.m. and 10.00 p.m. each evening, Monday to Friday.
   d. Outside RN duty hours, House Staff on duty take emergencies to Hospital or call 000. This occurs seven days a week.
   e. Outside RN duty hours, when an illness is not serious enough for hospital admission, house staff members are able to consult the RN on duty by phone.
   f. All boarding houses have copies of the relevant phone numbers and the RN’s full term’s roster. These are on display in Boarding House offices and Sick Bay and are updated each term.
   g. On weekends, clinics are held on both sites, both morning and evening. Times of clinics are advertised each week through the Weekend Sheet (a notice sheet distributed to each boarding house on Thursday evenings).
   h. On weekends, outside clinic times, the RN on duty is on call, 7.30 a.m. – 10.00 p.m.
   i. When there are major sporting events, e.g., rugby, athletics, swimming, on the Wolaroi Site, the RN is in attendance in the Health Care Centre throughout the event.
   j. When excursions are returning (sport or academic) with injured children, the Excursion leader phones the RN, asking her to meet and assess the returning student.

2. **All staff directly involved in the supervision of boarders are trained to the equivalent of the level 2 First Aid Certificate.**
   - This is an on-going programme.

3. **Monitoring the physical health of boarders.**
   a. House staff members monitor the students on a daily basis. They refer all health concerns to the Health Care Centre.
   b. Students also self-refer to the Health Care Centre.
   c. Clinics occur morning and evening on each site. These times are advertised on the clinic doors but are also on the house notice boards.
   d. The RN attends the Health Care Centre on the Wolaroi Site each week day from 8.15 a.m. until 5.30 p.m. Both boarders and day students attend this facility as required during the school day.
   e. The RN on duty and the Unit Manager regularly contact the Heads of Houses, by phone, e-mail and in person, about ongoing health concerns of students. This is a two-way communication path, as Heads of Houses also bring concerns to the RN.
   f. The Unit Manager communicates with the School Counsellor to discuss ongoing health issues, both physical and mental, of all students. The Head of House is included in this discussion.
   g. The Unit Manager and the School Counsellor meet formally each fortnight. E-mail and phone contacts occur between meetings.
   h. The Unit Manager meets regularly with the Director of Boarding to discuss the welfare of students, both individually and generally.
   i. The Unit Manager meets with Heads of Houses as required.
   j. The Health Care Centre contacts both parents and Heads of Houses where there are concerns about individual students.
   k. The Health Care Centre maintains regular contact with local MDs.
1. The Health Care Centre, in discussion with both the boarder and the boarder’s parents, makes all necessary medical appointments: MD, Optometrist, dental and other related areas.

2. The Health Care Centre sends a school letter to the doctor with student who returns the doctor’s response to the RN on duty.

3. The Health Care Centre orders and collects the prescribed medications.

4. The RN on duty monitors the Medications and treatments.

5. At times, as determined by the Health Care Centre, House Staff administer medication to students.

6. Senior students self-administer certain medications. Heads of Houses are informed of those students doing so.

7. All other students attend clinic either daily or twice daily to collect medication.

8. The RN monitors all students on medication.

4. Consent from and notification of parents/guardians regarding the administering of first aid and medical care.

a. Every student has a signed medical history. PARENTS ARE ASKED TO ENSURE THAT THE SCHOOL IS KEPT UP-TO-DATE WITH ANY CHANGES TO THEIR CHILD’S MEDICAL CONDITION. This includes details of the medical scheme (MBF etc) to which they belong and their Medicare details.

b. Parents are informed after the doctor’s appointment, when a diagnosis is available.

c. If an ambulance has to be called, then, again, the parent is called once the student has been admitted to hospital.

d. The Health Care Centre encourages parents to speak with doctors and the hospital themselves.

e. For all other medical and other procedures (dental, optical, physiotherapy etc), parents give prior permission.

f. On the student’s return from medical treatment, the Health Care Centre phones the parent to discuss the diagnosis and treatment.

g. Heads of House are informed of all points above.

5. Managing communicable and infectious diseases.

a. Any student who has a communicable or infectious disease returns home.

b. The parent collects the student from School.

c. The student remains in the Health Care Centre until his/her parents collect him/her.

d. The School re-admits the student when his/her doctor clears him/her.

e. The nominated guardian is responsible for overseas students.


a. The Department of Health organises and administers mass immunisations.

b. The school provides the facilities to do so.

c. For individual student updates, at parental request, doctors’ appointments are made, scripts filled by the Health Care Centre and administered by the relevant doctor.

d. All new students are required to show an immunisation certificate, confirming their immunisation against the mandated illnesses.

e. When the Department of Health notifies the School of the outbreak of an infectious or communicable disease, all students who are not immunised against that disease are sent home until they are immunised or the outbreak ends.

7. Distribution and monitoring of medication.

a. The Health Care centre orders and collects prescribed medications.

b. The Health Care Centre, through the RN on duty, monitors and administers medications and treatments.
c. House Staff may also administer medication, under the direction of the Health Care Centre.
d. Senior students may self-administer certain medications, as determined by the Health Care Centre. Heads of House are notified of students so doing.
e. All other students attend the Health Care Centre either daily or twice daily to collect medication.
f. The Health Care Centre monitors all medication.
g. Students with Special Needs – Students with Asthma, Students with Diabetes, Students with Allergies, Students with Epilepsy etc – all have individual medical plans determined by their medical practitioners. A copy of this is provided to each head of House, where relevant, and the head of house informs Assistants of appropriate behaviour in emergencies.
h. The Health Care Centre regularly monitors these plans.
i. The Health Care Centre annually updates staff on the use of epi-pens.
j. The Health Care Centre annually updates staff on students with Special Needs.
k. Heads of Houses, Heads of Tutor Houses in the Day School, and the School Administration all have copies of these plans.
l. The Denbigh Administration System flags all children with Special needs.
m. Students who may require immediate medication have their photos and details displayed in the Staff rooms, in Administration and in the relevant boarding houses.
n. Students with Special needs regularly visit the Health Care Centre.
o. The Health Care Centre communicates with parents, doctors and related professionals charged with the care of students with Special Needs when necessary. Such communication is shared with Heads of Houses, where relevant.
p. The Health Care Centre, working with parents, Heads of Houses where relevant and doctors, encourages Students with Special Needs to monitor and control their own medical progress.

8. **Care of ill boarders.**

a. The Health Care Centre cares for all boarders (and day students) during the day.
b. Sick boarders return to their boarding houses from 3.30 onwards where the MOD supervises their care.
c. If their illness is long-term (more than two days), or contagious or infectious, the Health Care Centre organises for their return home.
d. Each boarding house has a First Aid Kit containing those non-prescription medications, bandages etc as determined by the Health Care Centre which updates the kit as required. Each kit is checked each term.
e. The Health Care Centre supplies non-prescription medications through the Centre and through these First Aid Kits.
f. First Aid Kits are taken on all Excursions leaving the school, including sporting excursions.

9. **Ancillary Health Services, including facilities and personnel available on-site and off-site and how to access these Services.**

a. On-Site Services:
   i. Health Care Centre
   ii. School Counsellor
   iii. Pastoral Care Team
      - All these are accessed either by personally going to the relevant office, by telephone, e-mail or letter.
      - Both students and parents have access to these services.

b. Off-Site Services:
   i. Public Base Hospital
   ii. Private Hospital
   iii. Local doctors and Specialists as necessary
iv. Community and Mental Health Services
v. Ancillary medical services, e.g., Physiotherapy etc
vi. Women’s Health Centre
  - The on-site services above inform students of these services.
  - Students may access the services through the Health Care Centre
    which can make an appointment for them.
  - If a student wishes to access one of the above services privately,
    then the Health Care Centre or the Counsellor gives him/her the
    information to do so.
  - Contact numbers for the above services are on display in all
    boarding houses.

**HOMEWORK FOR BOARDERS**

See under *Prep*

**HOUSE MOTHERS**

Each house has a House Mother whose main role, as her title suggests, is to be a mother to the boarders under her care. She works closely with the Head of House and the Assistant House Staff to ensure that every child’s welfare is paramount.

Parents are welcome to contact the house mother over any concerns about their child.

**ICPA – The Isolated Children’s Parent’s Association**

ICPA (Aust) is a voluntary national parent body dedicated to ensuring that all geographically isolated students have equality with their non-isolated peers, of access to an appropriate education.

The Association has over 3,300 member families, residing in the more remote parts of Australia, who all share a common concern of gaining access to education for their children and the provision of services required to achieve this.

Membership includes a cross section of Australia’s rural and remote population and includes fishermen, miners, itinerant employees, farmers, pastoralists and small business owners.

‘A geographically isolated child is one who does not have reasonable daily access to an appropriate school.’

‘An appropriate school is one which provides schooling at the required year level and with sufficient curriculum offerings to enable all children to achieve their individual potential’

ICPA seeks to have all elements of a total education (cultural experiences, social contacts, participation in sport and other enriching activities) available for all isolated children regardless of the location of their home.

Many of our boarders’ parents are members of the ICPA and KWS works closely with the ICPA. Any parent interested in joining the ICPA should contact their website, [www.icpa.com.au](http://www.icpa.com.au)

**JOBS**

Some boarders have applied for paid work outside school hours. Provided that this is acceptable to the parents and the Head of House and provided that there is adequate and safe transport to and from the position,
boarders are allowed to take outside jobs. The major proviso is, however, that all school and boarding commitments must be met.

Some students have to fulfil certain work requirements for their courses (such as Hospitality) and house and school arrangements may need to be fitted in around these work placements. Head of House and student should liaise where appropriate, with each other, the employer and the teacher who is arranging the work place activity.

Parents and House Staff members are asked to ensure that the student is aware that he or she is representing the school in this activity.

**KITCHENS ON THE WOLAROI AND PLC SITES, RUN BY SPOTLESS.**

Because of OHS issues, both students and boarding staff are not allowed to enter the working parts of the kitchens on either site. They are to remain in front of the servery at all times.

Neither students nor staff members are allowed to remove crockery or cutlery from these kitchens. “Take-Out Meals” are on paper plates with plastic cutlery.

**KITCHENS IN BOARDING HOUSES**

See under *Common Rooms and Kitchens*

**LATE MEALS**

Parents need to be re-assured that all house staff members are aware of those students who are missing a meal. Apart from the ramifications for taking the roll, staff members are aware of the numbers of late meals that need to be prepared and saved. This is particularly important during the hockey season, when games can occur at any time after school on Wednesdays, Thursdays and Fridays and at any time at all over the weekend.

On the PLC Site, students who know that they will be late for, or missing, a meal, are asked to place their names in the Late Meal Book.

**LAUNDRY**

See under *Washing*

**LEARNING SUPPORT**

Learning support is available for boarders with reading difficulties or difficulties with numeracy. There are also enrichment programmes to challenge the more able student. If parents are concerned about their child’s learning needs, then they should contact the Director of Learning Enrichment, Mr Yooie Choi, or the Head of Learning Support, Mrs Robyne Ridge.

All boarders have access to computers, newspapers and magazines during Prep. As well, staff members on duty will assist a child with homework problems.

The Library is open from 8.00 a.m. until 5.00 p.m. each day.
LEAVE

Parents are asked to communicate directly with the Head of House over leave as your child’s leave is at his/her discretion. This is to ensure the safety of your child. Simply put, this means that, in most circumstances, only the Head of House can authorise leave for your child, with your permission.

All parents/guardians sign an EXEAT form (see under Exeat Form for more details) when they first enrol their child. This form enables the Head of each Boarding House to grant permission for boarders to leave the School grounds for a designated time. This might involve shopping, a movie or perhaps dinner leave for seniors (years 11 and 12 students).

However, for any overnight leave or an occasion when the ‘duty of care’ transfers to another body, e.g., for a birthday party, then a “Special Request for Leave” is required. The forms can be obtained by downloading them from the boarding page on the School website or by phoning the Director of Boarding or Head of House for a form. This form must be filled out and signed by the parents/guardians and forwarded to the Head of House, who maintains the final decision, once the student has completed all other details of his/her leave, including the “green slip”, if necessary.

Parents are asked to ensure that they are aware of where their children are going when they sign the request for overnight leave. A telephone call to the host parent is highly recommended.

If parents wish to take their child on leave which requires the boarder to miss either academic time or a compulsory activity, then the parent must apply in writing to the Deputy Principal at least five days before the desired leave. When applying in writing for the leave the parent is asked to include an e-mail address for a speedy reply. The boarder has to obtain permission to miss his/her sporting or other activities, by filling out a “Green Slip”.

If parents wish to take their child out for the weekend, and the boarder is missing his/her normal weekend sporting commitments, then the boarder has to obtain a green leave slip, have it signed by the relevant staff members and present it to their Head of House. Green slips are obtained from the Front Office.

Students DO NOT need a green slip if their weekend leave includes attendance at all sporting and other commitments on that weekend. Students can depart for leave after the activity OR they can depart with their parents or other hosts on the Friday evening, provided that they DO keep their weekend commitments.

At the conclusion of weekend leave, students must be back on site and in their boarding house by 8.00 p.m. Sundays or at school by 8.45 a.m. Mondays. If a student is later on a Monday, then he/she MUST obtain Academic Leave from the Deputy Principal, Mr R Hancock.

When returning from Weekend Leave on a Sunday evening, students are not to go to the Rec Centre until after they have signed back into Boarding from leave (unless they have made other arrangements with their Head of House and this change to routine appears on the Weekend Roll.)

In spite of the above, there may be some weekends which may be closed to leave. Boarders and their parents will be notified of these weekends well in advance of their date.

**Weeknight leave** is strongly discouraged. Students who have to miss Prep for sporting or other activities approved by the school must still sign out and in in the sign out book and inform their MOD of their departure and return.
Weeknight dinner leave or afternoon leave (Provided compulsory commitments are met) with a student’s parents is strongly encouraged. Assistant House Staff members are allowed to grant this leave, if they are asked to do so by the parent concerned. Staff must meet the parent before granting this leave.

Town Leave – this cannot be granted by an assistant house staff member, other than the House Mother, unless prior arrangements have been made by your Head of House in your boarding house only.

**Weekdays:** Town leave can occur each afternoon, from 3.30 – 5.30 p.m., provided a student does not have other commitments.

**Bathurst Rd Leave:** This leave is available to boys on the Wolaroi site at the Head of Houses discretion. It allows you to go to the shops on Bathurst Rd. You must use the school gates and traffic crossing appropriately.

**Saturday Town Leave:** Other than for sport or to attend a movie during the day, years 7-9 will only be given town leave on a Saturday in special circumstances. Students in Years 10-12 may have two-three hours shopping leave at the discretion of the Head of House on a Saturday.

**Sunday leave** may be granted from after lunch on Sunday until 5.30 p.m. to attend the movies or shop. This leave should really only be of approximately TWO HOURS’ duration. It can be granted to all students in years 7-12. Sunday leave may be granted by the MOD, provided that the Head of House agrees with this.

**Dinner leave:** only students in years 11 and 12 can have Dinner Leave on a Friday or Saturday night. Students in years 7-10 need an invitation from an adult who will be responsible for their conduct and supervision at, and transport to and from, the venue for the leave.

Dinner or any other leave on a Sunday evening is discouraged for ALL students because Monday is a school day.

**Other Leave:** we encourage our boarders and our day students to mix with each other outside school. Day parents are also encouraged to invite our boarders out for an evening meal, to see a movie with their children, to visit for the day. Such leave requires a written or faxed note to the Head of House, setting out the times of departure from and return to the boarding house, and the mode of transport. A phone number should be included in the request, in case the Head of House wants to phone the host. This leave needs to be approved by the Head of House or by the MOD, if the Head of House is prepared to delegate this responsibility. Permission from the boarder’s parents is only required when overnight leave is being considered.

**Dress for leave:**
- Week day town leave – full school uniform or good casuals.
- Weekend leave, town leave etc – good neat casuals.
- Dinner leave – dress casuals.
- At times, in spite of the above, students may be asked to wear uniform when on leave.
- When on leave, students are to remember that they are representing the School, whether they are in or out of uniform.

**LETTERS**

See under *Contact with Parents.*
**LIGHTS OUT**

The timing of Lights out – when a boarder must be in bed – and the routine leading up to Lights Out does vary from House to House.

Health professionals speak about the need for children and teenagers to have 8-10 hours sleep a night. All house staff members, Heads of Houses, House Mothers and assistants, are aware of this and alert to signs of tiredness in our students.

For Years 7 and 8, all lights should be out by 9.15 p.m. (and earlier if possible).

All years 9 and 10 should be in bed with lights out by 10.00 p.m.

Years 11 and 12 should be encouraged to go to bed by 10.30 p.m. If a senior student is consistently staying up late then the head of house or other house staff (in consultation with the head of house) need to oversee very carefully that student’s study programme, organisation and work ethic.

Staff members are reminded that encouraging students to read quietly in bed for fifteen-twenty minutes before the lights are turned out can be very productive as it relaxes the students and improves their English skills simultaneously.

Parents are asked not to phone their children after Lights Out.

**MAJOR MUSICAL/MUSICAL**

See under *Drama*

**Management of Student Behaviour**

Boarders are aware of the school rules and the school’s expectations of their behaviour. The rules are recorded in the student’s Year Book; there is also a Boarding Students’ Handbook and each house has its own handbook for students.

All house staff should be aware of the rules in the Year Book. There is a copy of the Year Book in each House office.

Boarding largely works on trust – we trust the students to do the right thing.

Roll calls and roll checks are held each day – at wake up, breakfast, dinner, when house is locked for the night, at prep and when the students are put to bed. These can be either formal and obvious or informal and not obvious. At times the Head of House may feel that a middle of the night roll check may be needed.

We work on a reward and sanctions system. Rewards are given for observable good conduct; they may be points, coloured cards etc but the accumulation of a specified number results in a reward e.g., with reference to dormitory tidiness, 20 good cards equals a pizza meal for the dormitory – the card is acquired (or not) at dorm inspection each morning. It is possible for a good dorm to win a pizza meal every four weeks.

Sanctions are normally individual rather than group. Internal house sanctions can vary from being asked to do a specific job such as tidying the common room to a gating. Once sanctions move externally – to the Director of Boarding, the Deputy Principal and the Principal – then the boarder is part of the “day school sanctions system” and is thus heading towards suspension to site, suspension home and suspension pending withdrawal.

All internal rewards and sanctions are clearly indicated in the House booklet, whilst the external day school sanctions are clearly set out in the Student Yearbook.
The Head of House and the House Mother, supported by the Chaplain, Counsellor or Tutor where necessary, try and work through the problems of a student who is misbehaving in the house. Positive reinforcement is the main tool used but staff members are also encouraged to listen to students in an attempt to understand their behaviour and to attempt to assist them in the development of appropriate behaviours and attitudes.

The Head of House, however, does have to balance the good that can be done for one student whose negative behaviours are affecting the whole boarding house, with the negative effect such behaviours are having on the rest of the students in that boarding house. It is when the scale tips to the negative effect on all the other students that the Head of House moves the disciplinary actions outside the boarding house and into the day school discipline system.

Behaviours that can lead to suspension, expulsion and exclusion include:
- Persistent smoking offences
- Persistent use of alcohol
- Theft
- Continuous rudeness and disrespect to staff members or other students
- Bullying
- Leaving the boarding house at night

Generally speaking, a boarder is given two chances to improve his/her behaviour. Counselling is offered to help the student become more positive. The third offence generally leads to suspension home. On his/her return the student is placed on a contract to behave well. A further serious breach of discipline may lead to expulsion.

**MEALS**

See under *Dining Room or Food*.

**MOBILE PHONES**

Most students have a mobile phone. Some have more than one.

Mobile phones are to be used sensibly. They cannot be used during Prep, during the day school, at meals or in Chapel.

Mobile phones should not be used after Lights Out. As well, Juniors must hand their phone in each evening, at Lights Out.

Parents must be aware that the School cannot be held responsible for any costs incurred in the use of a mobile phone or for their loss or misuse. Parents are responsible for all these costs.

Mobile phones will be confiscated if a student is using them contrary to the school rules.

Parents are asked to notify their child’s Head of House if they have any concerns over the use or abuse of mobile phones.

Staff members are asked to be alert to the use of mobile phones for bullying.

Parents are asked not to phone their children during Dinner or Prep or after Lights’ Out. Please ask your child what these times are as the various times do differ from year group to year group and from house to house.
**MOTOR BIKES**

The School policy on motor bikes is similar to its policy on cars, except that the student riding the bike is not allowed to have any pillion passengers.

Please see under CARS for more explicit instructions.

**MOVIES, FILMS, DVDs, VIDEOS**

Movies, whether films, DVDs or Videos, play a large part in our boarders’ lives, for relaxation and at school for study purposes.

Parents and Staff should be aware of movie ratings:

G – General. This category is considered suitable for all viewers.

PG – Parental guidance recommended. Some violence etc but not harmful or disturbing to children.

M – Recommended for mature audiences. The mature category is advisory and not legally restricted. However, material in this category cannot be recommended for those under 15 years. Films classified M contain material that is considered to be potentially harmful or disturbing to those under 15 years. Depictions and references to classifiable elements may contain detail. However, the impact will not be so strong as to require restriction. Boarders under 15 may only watch M movies if parents have sent written permission to the child’s Head of House. Parents need only do this once, as the note is similar to an EXEAT form and goes with the boarder in any change of house.

MA 15+ Mature Accompanied. Restrictions apply. Not suitable for people under 15. Under 15s must be accompanied by a parent or adult guardian. The MA category is legally restricted. Children under 15 will not be allowed to see MA films in the cinema or hire them on video unless in the company of a parent or adult guardian. Material classified MA deals with issues or contains depictions which require a mature perspective. This is because the impact of individual elements or a combination of elements is considered likely to be harmful or disturbing to viewers under 15 years of age. Boarders under 15 can cannot watch MA movies.

R – 18+ Restricted. Restricted to adults 18 years and over. The R category is legally restricted to adults and is thus never to be shown in boarding at KWS.

Students in years 7 and 8 cannot watch an M-rated movie without the permission in writing of their parents/guardians.

Students under 15 years of age cannot watch/attend an MA movie.

Under no circumstances is a student to attend or watch an R rated movie.

These classifications apply to all movies, DVDs, videos, TV programmes our students watch.

Parents can be assured that House staff members are especially vigilant on weekends when a movie fest is occurring.

Both parents and House staff must be aware that our students are very busy young men and women; often, relaxing in front of the television is a very positive action. However, its use as a baby sitter is not recommended. Staff members should encourage students in danger of becoming “couch potatoes” to become involved in some more positive activities, such as craft, being outside in the gardens, going for a walk, something sporty, going to the Rec Centre.
Kinross Wolaroi School  Handbook for Parents of Boarders

The MOD should also be aware of the movies a student is attending; the above ratings need to be observed. Thus, the MOD asks the student what movie he/she plans to attend. The MOD then checks the rating with the student or in the movie guide attached to the Weekend Sheet.

The School purchases books of tickets from the Australia Cinema. The students buy these in books of five, the cost of which is charged to Sundries. The Assistant to the Director of Boarding, Mrs Sally Rattray-Wood looks after this service to boarders. **Cost of these tickets:** $30.00 for five tickets if the student is 14 and under; $35.00 for five tickets for the over 15s. (NB if parents are staying in Orange, these over 15 tickets also cover them – organise your child to purchase them for you before your visit)

All students are able to attend movies at the Australia Cinema on Saturdays and Sundays, provided there is no conflict with compulsory activities including sport and Prep, and provided that they return to the boarding houses before dark. A staff member is, of course, able to take students to the movies of an evening, if the staff member is supervising the students at the movies.

Students are also able to attend movies at the Metro, but we are unable to provide “movie money” for the Metro.

Students in years 7, 8, 9 and 10 are only able to attend the movies at night if they are accompanied by an adult. Students in years 11 and 12 are able to attend an evening movie on a Friday or Saturday night. Timing of session is negotiable with the MOD and the Head of House.

**MUSIC, MUSIC LESSONS AND MUSIC PRACTICE**

Music is an integral part of life at Kinross Wolaroi School and there are many opportunities for a student to be involved in some form of Music. For instance, choir rehearsals are held once a week, before school. Bands meet after school.

Students often also have private music lessons; these are paid for by the parents of the student concerned. Obviously, boys practise at the Wolaroi Site. Sometimes girls practise on the Wolaroi Site but girls may also practise at PLC, where music practice may occur either prior to 8.20 a.m. (Last bus departs) or after 4.00 p.m. (when the first bus returns to PLC)

Music students have a music diary which details their lessons and practice requirements. Those simply involved in bands or choirs may not have such a diary.

House staff members are asked to assist all students in their music practice and attendance at all bands, choirs etc.

**NEW BOARDER TIPS**

Homesickness is inevitable for Boarders. It is a consequence of the love between the student, his/her parents and their home environment. It also reflects the insecurity of moving into a new set of circumstances where virtually everything is new and unknown. The extent of homesickness varies greatly between boarders and can be significantly reduced by preparing your child for boarding life in a number of ways.

Parents should discuss with their child his/her concerns about moving into boarding. (These concerns should be shared with the Head of House.)

The concept of homesickness should be raised and your child should be reassured that homesickness is a normal part of life experienced by most boarders, both old and new.

Reassure your child that boarding staff and other students are there to assist him/her through his/her homesickness. His/her feelings will come and go but he/she should always remember the fact that KWS boarding houses are full of happy boys and girls who have overcome homesickness.
Parents need to reassure themselves that homesickness will come and go. Sometimes your child may ring and “dump on you” and then run off and play happily with his/her new friends, in the pool, on the oval or just chatting in the common room. Meanwhile, the parent is experiencing massive guilt and anxiety for his/her child – who is no longer upset, having unloaded on his/her parents. Parents should phone the child’s Head of House to reassure themselves that all is indeed well.

Do not rush to the school to pick up your child, every time he/she phones. If you speak reassuringly to him/her on the phone, then his/her homesickness will reduce in time.

Write a letter to your child, send an e-mail, post a parcel – keep the family link alive but not dependent upon the phone.

Visit the boarding school and meet the Head of House and Staff before the Start of term. Open Day in the year preceding the year your child will start is a good time to choose.

Make contact with, and visit if possible, the Parent Rep on the Boarders’ Executive Committee for your child’s house.

Ask that your child’s name be included on the list of boarders in each House, so that you can perhaps contact other parents in your area.

Arrange holiday sleepovers for your child so that he/she experiences some aspects of life away from home.

Realise that homesickness will not end in Term 1. It may reappear at the start of each term but the extent of homesickness will diminish with time.

With new boarders, we ask that parents try not to phone, nor to take their child on leave, for the first five weeks – an impossibly long time, but it does help your child to combat homesickness.

**OHS – OCCUPATIONAL HEALTH AND SAFETY**

The School follows all OHS protocols.

**OUTSIDE EMPLOYMENT**

See Jobs.

**OVERSEAS AND INDIGENOUS STUDENTS**

At KWS we celebrate difference and we are happy to welcome all cultures into our boarding houses. However, overseas and indigenous students often have special needs and we try to meet those needs.

**PASTORAL CARE**

Parents need to be reassured that Pastoral Care is an important component of our dealings with our students. Pastoral Care begins in the boarding house where Head of House, House Mother and Assistant House Staff are all motivated by their concern for each individual student. Students are aware that they can approach these people, in the first instance, with any worries, concerns or cares that they have.

In the broader school context, students are also able to approach the Sisters in the Health Care Centre, their Tutor or Head Tutor and the School Counsellor.

The Chaplain and any other member of the school staff are also approachable.
As well, any member of staff with any concerns about a student is asked to speak to that student’s Head of House, Tutor or Head Tutor or the School Counsellor.

**POCKET MONEY**

See under *Banking*

**POSITIVE REGARD**

Students are very perceptive and it is important that they feel that all house staff members from Head of House to the newest Assistant view them with a feeling of positive regard. This can be exceptionally difficult, but all house staff members are asked to persist as it is a fundamental part of forming an effective relationship with the students.

**PREP**

“Prep” has two meanings within the school; it can refer to the Primary and Infants section of our school – the “Prep” or Preparatory School. However, when used in a secondary and, more especially, the boarding context, “Prep” means “Homework”.

**Prep (i.e., homework)** is set by the day school teachers. Boarders are supposed to write their prep for each evening in their Year Book. (See below)

From Mondays until Thursdays inclusive there is a formal Prep time each evening. This set time does vary from site to site, but, generally speaking, boarders are supposed to be studying from 7.00 p.m. until 8.30 p.m.

During formal prep there should be no movement; students really should not be talking to each other; they should have already checked on missed homework etc. Staff members encourage them to wear ear phones for I-pods etc but students are not allowed to share these during Prep. Staff members are also asked to keep an eye on shared dorms where students are playing music to ensure that ALL the students in the group are happy with the music. Seniors should be at their desks and not walking round the house.

Most houses run supper from 8.30-8.45 p.m.

At 8.45 p.m., Years 11 and 12 return for a further hour’s formal prep.

Years 7 and 8 should be finished their formal homework each night by 8.30 p.m. If a student needs to spend additional time on prep, then the student should speak to the MOD. In each house there is an area where a junior student can work later if it is necessary.

Years 9 and 10 may need additional time to complete set homework. Again, there is an area in the house where this can be done so that the year 9s and 10s working late are not disturbing the dormitory where the others may be preparing for bed.

Senior students – those in years 11 and 12 – must complete a formal prep period, when the juniors are also at prep. However their work load is much heavier than the junior work load and they will need longer at prep. The study-bedrooms of the senior students reflect this attitude.

Around assessment times particularly, senior students may be stressed. A copy of all assessment details is in the house office.
Some senior students will try and work all night, just prior to an assessment’s due date. As we all know, the “overnight shift” is one all students have used at some time. However, we need to train our students in better study habits.

If a house staff member is aware that a student is consistently working late, then the staff member and Head of House work out what can be done to help him or her develop better study habits.

Parents are asked not to call their child during Prep.

If a parent is concerned about a child’s prep or study habits, or staying up late etc, please contact the Head of House in the first instance. Your child’s tutor, the Director of Learning Enrichment, the Head of Learning Support or, in serious matters, the Deputy Principal, Academics, are also people you can contact with your concerns.

**Helping with assessments:** Staff members are told: you CANNOT do an assessment for a student but, if the assessment task falls within your area of expertise, then you can be a sounding board for ideas for a particular student. Remember that, if you help one student in your house, then you really should help all the other students in your house completing that task. You should also be able to feel free to say no, if you want to do so.

Heads of Houses are expected to maintain a constant overview of their boarders and their homework. To this end, all Heads of Houses are expected to supervise both junior and senior Prep on a regular basis. Junior prep is supervised in the Dorothy Knox Hall and Chapel (PLC), Dining Room and Library (Wolaroi) whilst Senior prep is supervised in the boarding houses.

All boarders have access to computers for Prep; computers are also available through the Library, which is open from 8.00 a.m. until 5.00 p.m. each day. If there are problems with the computers in the boarding houses please notify the Director of Boarding ASAP and he can contact the IT people.

**PROWLERs, INTRUDERS AND OTHER THREATS TO YOUR CHILD’S SECURITY**

All houses are alarmed. All have panic buttons. The school is patrolled by a security service each evening. If prowlers appear on site, students are asked to close their curtains; the police and the security service are called when necessary.

Parents can be assured that the safety of your child is our major concern.

**QUEUES**

Queues are an unfortunate reality in boarding. House staff members are asked to ensure that students stand quietly in a queue and do not push or shove. Traditionally the year 12s lead off, and staff members then generally work downwards to year 7. At times the Year 7s and 8s are allowed to go first. Years 9 and 10 are often last. House staff members need to be aware of this. If you need to reward a whole year group for some positive activity/action, then allowing them to be first is a positive reward.

**THE RECREATION CENTRE/THE REC CENTRE**

The Rec centre plays an important part in the lives of many of our boarders. Friday and Sunday nights are a time for both relaxation and sporting activity. There are a number of areas, however, where house staff must be alert. Boy boarders also have access to the Rec Centre on some evening after dinner but before Prep.
As with the Health Care Centre, it may be helpful for parents to be aware of all the rules regarding the Rec centre.

**General boarder usage**

The Rec Centre is CLOSED to all boy boarders after dinner on Monday and Tuesday evenings.

On Wednesday and Thursday nights, between dinner and prep, boy boarders are allowed to use the Rec Centre. The MOD needs to check in with the Rec Centre Supervisor, either personally or by phone, to ensure that there are no problems.

Internal phone 335, external phone 63920335.

**Friday and Sunday nights, Saturday and Sunday afternoons.**

The Rec Centre is open to Boarders (and those day students who attend)

Friday nights: 7.00 – 9.00 p.m.

Saturday afternoons: 1.00-5.00 p.m.

Sunday afternoons: 1.00 – 5.00 p.m.

Sunday nights: 6.30 p.m. – 8.00 p.m.

Students attending the Rec Centre must sign in and must remain inside for the duration of the session. Boys are not to wander freely backwards and forwards between their boarding houses and the Rec Centre.

Girls and boys attending the Rec Centre must be appropriately dressed.

No student is allowed to bring doonas, blankets, pillows etc to the Rec Centre.

All students are to be aware of the Rules for use of the Rec Centre.

GAP staff members are rostered on Friday and Sunday nights in the Rec Centre.

**BUSES TO AND FROM PLC AND THE REC CENTRE**

**Fridays**

Bus departs PLC at 7.00 p.m.

Bus returns from Wolaroi at 8.15 p.m. and 9.00 p.m.

Girls at to the Rec Centre may leave on either bus.

Boys at the Rec Centre may return to their boarding houses at either 8.15 p.m. or 9.00 p.m. They are not allowed to be wandering through the grounds of Wolaroi at other times.

**Saturday and Sunday afternoons**

There are no afternoon buses between PLC and Wolaroi. Girls wishing to attend the gym must walk.

**Sunday evenings:**

Bus departs PLC at 6.20 p.m. and returns from Wolaroi at 8.00 a.m.
All girls attending the Rec Centre must remain within the Rec Centre from the bus’s arrival until 8.00 p.m.

Boys attending the Rec Centre must remain within the Rec Centre between 6.20 and 8.00 p.m. They are not allowed to arrive later than 6.20 (unless they have a written note from their MOD) nor to leave earlier.

There is to be no leave to or from the Rec Centre (e.g., no trips to MacDonald’s)

As shoes must be worn in the Rec Centre, no student is allowed to leave his/her house in bare feet.

So that parents and staff members are aware of what can happen in the Rec Centre, the following rules are included. These rules are to be read in conjunction with information on the Weekend Sheet and with any day school rules or requirements. The rules are displayed on the house notice board.

**RULES OF THE RECREATION CENTRE**

- **SUPERVISOR**
  The Recreation centre supervisor is responsible for all aspects of the Indoor Recreation Centre and the Derek Pigot Auditorium, except for the running of PE classes by the PDHPE staff.
  When the Supervisor is not present, an Assistant Supervisor will be in charge of the Recreation centre and will be responsible to the Supervisor. The Assistant Supervisors have all the authority of the Supervisor in the Supervisor’s absence.
  Currently, the supervisor is Mr Brendan Curran. Any boarding enquiries are to be referred to him and, on Sundays, Mr Damian Harbrow.

- **GENERAL RULES**
  - **Food and Drink** – There will be no food or drink permitted in the Recreation Centre. Bottles of water are exempt from this rule but can only be used with the permission of the Supervisor
  - **Entry and exit.** Anyone entering the Recreation Centre (except for organised sport or other activity organised by the school) after 3.30 p.m. on weekdays and at any time on weekends will be required to register their name in the STUDENT ENTRY LOG BOOK located outside the supervisor’s office. A student is not allowed to enter anyone else’s name.
  - **AT NO TIME** will there be entry via the side doors. Exit via any of these doors will only be in an emergency.

- **DRESS REGULATIONS**
  For PE classes, the PE uniform (or such clothes as the PE staff member indicates) will be worn.
  For Sport, the school approved uniform for the particular sport or the approved uniform for training in the sport will be used.
  For recreational use, neat casuals may be worn.

- **FOOTWEAR**
  The only footwear permitted on the playing surfaces is non-marking soled shoes. No **street shoes** will be permitted on the floor surface. Bare feet are not allowed (unless the activity calls for it – e.g., swimming, gymnastics).

- **INJURIES**
  All injuries must be reported to the Recreation Centre Supervisor who will then refer to the Health Care Centre and will inform the Head of House.

- **DAMAGE**
  Any damage to equipment, playing or non-playing surfaces etc must be reported to the Supervisor. The names of those students involved in the incident should also be given to the supervisor.

- **MOVEMENT OF EQUIPMENT**
No equipment is to be moved, including the setting up and dismantling of nets, posts etc unless under the direct supervision of the Supervisor, PDHPE staff or another person approved by the Principal or the Supervisor.

**RULES RELATING TO SPECIFIC SPORTS AREAS.**

1. **SQUASH**
   Before entering the Squash Courts, all people are requested to ensure that the soles of their shoes are free from dirt or gravel, thereby preserving the floor surface.
   Students must supply their own racquets and squash balls.

2. **BILLIARDS**
   Students may wear neat casuals when playing billiards.
   No boy or girl below Year 6 may use the Billiards tables and no boy or girl below Year 9 may use the full size table.
   Before any person may use the billiards table, he or she must show the supervisor that he or she knows how to hold and use a cue. The Supervisor will organise training sessions for those who do not know how to do so.

3. **CRICKET**
   Cricket may only be played inside the cricket nets.
   No more than 4 people plus a wicket keeper will be in a net at any one time.
   Only the balls supplied by the Recreation Centre Supervisor may be used.
   The bowling machine is a dangerous machine and may only be operated by an operator approved by the Recreation Centre Supervisor.
   No batsman or wicket keeper will face the bowling machine without wearing a helmet, pad, gloves and a box as a minimum protection.
   Even for the most accomplished batsman, the bowling machine will NEVER be used at speeds greater than 65 miles per hour (65 on the dial) unless authorised by the Director of Sport or the Head of PDHPE.

4. **SOFTBALL**
   The same rules apply to softball as to cricket.

5. **WEIGHTS ROOM**
   **DRESS** – PE uniform must be worn on weekdays. On Fridays, Saturdays and Sundays neat casuals may be worn. Singlets may not be worn.
   The weight training room may only be used by students in Year 9 or above. Students not in years 9-12 will only be permitted with the written permission of the Director of Sport or the Head of PDHPE.
   All weights must be used with spotters in case of injury or accidents.
   All weights must be dismantled and placed on correct stands at the end of each session.
   **All users must abide by the rules displayed in the Weights Room.**

6. **THE AEROBICS ROOM.**
   This will only be used for Aerobics and PE classes.

7. **GYMNASTICS PIT AND EQUIPMENT.**
   The whole of the gymnastic pit or equipment will be out of bounds to all persons unless they are under the direct supervision of an approved adult or senior student.
   Except for proper gymnastic shoes, no footwear will be worn in the Gymnastics Pit.
   Students given approval by the Director of Sport or the Head of PDHPE may use the gymnastic equipment area without supervision.

8. **ABSEILING**
The abseiling platform and ladder will only be used when there is an approved member of staff (or other approved adult) present and in charge of a group of students.

9. FLOOR AREA
   a. Hockey
      Only the dimpled ball supplied by the Supervisor may be used on the main floor.
   b. Rugby
      There will be NO kicking of rugby balls in the Recreation Centre – NO EXCEPTIONS!
   c. Soccer
      Only indoor soccer balls supplied by the Supervisor will be permitted to be kicked in the Recreation Centre.

10. SWIMMING POOL
    The Wolaroi pool will only be available for use at such times as it is under the direct supervision of a designated person appointed by KWS, with the appropriate qualifications as described in NSW Government practice note 15 (Oct 2005). At all other times the pool will be closed.

    Boarders can obtain these qualifications in courses run each winter through the Recreation Centre. Course times are advertised in the Daily Bulletin.

11. CHANGE ROOMS
    There is to be no entry to the recreation centre through the rooms from the outside. Bags, clothing and the like may be left in the change rooms but must not be taken to any activity area.
    Valuables should be kept with the individual of left with the recreation Centre Supervisor.
    They must not be left in the change rooms.
    There should be no money left in the change rooms at all.

12. STORE ROOMS
    The store rooms are completely out of bounds to all students unless under the direct supervision of the Director of Sport, Sport Staff, PDHPE staff or the Recreation Centre Supervisor.

13. FRIDAY AND SUNDAY NIGHTS – SPECIAL RULES FOR BOARDERS AND DAY STUDENTS.
    Any student, boy or girl, found outside the Recreation Centre will be deemed to be in the wrong place and dealt with accordingly.
    Girls will be notified of the time to move to the buses; this is the ONLY time they are to be outside the Rec Centre.

14. Girls are to travel directly to and from the Rec Centre on the School bus. They are to go directly to the Rec Centre and are not allowed to take any “side trips”.

15. Boys are allowed to walk from their boarding house to the Rec Centre and back; they are not allowed any deviations from the most direct path.

Response to Serious Incidents and Emergencies
Parents need to be reassured that all staff members are prepared for serious incidents and emergencies.

All staff members are asked to familiarise themselves with the Emergency Evacuation and Lock-Down procedures for their house and their site.
Staff members also need to be familiar with the two terms, Emergency Evacuation and Lock-Down.
An Emergency Evacuation occurs when there is some threat from an occurrence within the building or buildings, such as a fire or a bomb threat. Students must leave the building/s in an orderly manner and assemble at the Evacuation Assembly Point.

In a Lock down situation, the perceived threat is external to the buildings, such as a disturbance on the school grounds where the safety of the students is threatened. In such a case, students are to remain indoors, windows and doors are to be secured and the staff member is not allowed to open any window or door or to release anyone until such time as he/she is instructed to do so by a senior member of staff.

**REWARDS AND SANCTIONS**

Boarding largely works on trust – we trust the students to do the right thing. When students get the small things right the big things don’t tend to go wrong.

Roll calls and roll checks are held each day – at wake up, breakfast, dinner, when house is locked for the night, at prep and when the students are put to bed. These can be either formal and obvious or informal and not obvious. At times the Head of House may feel that a middle of the night roll check may be needed.

We work on a reward and sanction system. Rewards are given for observable good conduct; they may be points, coloured cards etc but the accumulation of a specified number results in a reward e.g., with reference to dormitory tidiness, 20 good cards equals a pizza meal for the dormitory – the card is acquired (or not) at dorm inspection each morning. It is possible for a good dorm to win a pizza meal every three weeks.

Sanctions are normally individual rather than group. Internal house sanctions can vary from being asked to do a specific job such as tidying the common room to a gating. Once sanctions move externally – to the Director of Boarding, the Deputy Principal and the Principal – then the boarder is part of the “day school sanction system” and is thus heading towards suspension to site, suspension home and suspension pending withdrawal.

Boarders are aware of the school rules and the school’s expectations of their behaviour because the whole school rules are listed in the Year Book which each student has. House rules can be found in the House handbook, a copy of which each student has.

All internal rewards and sanctions are clearly indicated in the House booklet, whilst the external day school sanctions are clearly set out in the Student Yearbook.

**RIDING BICYCLES**

See under *Bicycles*

**RIGHTS AND RESPONSIBILITIES OF THE BOARDING COMMUNITY TOWARDS EACH OTHER**

All members of the boarding community, students, parents, staff, have certain rights and responsibilities which the School is determined to safeguard.

Boarders have rights to
- An education
- A safe environment in which to live and work
- Justice
- Tolerance
- Respect
One of the School’s policies is to encourage communication between parents, boarding staff and students to support the School’s commitment to learning and to re-inforce values and attitudes fostered in Chapel, the classroom, the boarding house and the tutor group.

In order for students to achieve their potential, the School insists that all its members, students, staff and parents, feel safe and valued, and behave towards each other in ways that are:

- Respectful
- Reasonable
- Responsible
- Supportive
- Caring and considerate
- Dignified
- Fair and just

All members of the boarding community have a responsibility to behave appropriately towards others, whether they are students, staff members, parents or administrators, and to treat each other with respect. The School community only functions properly if we accept our responsibilities. To ensure this, all boarders and all other members of the boarding community must observe the schools rules and procedures.

Staff, Student and Parent responsibilities include:

- Respecting the rights of others
- Following school rules and policies
- Being co-operative
- Being punctual
- Enabling others to study without interference
- Participating in all activities to the best of their abilities
- Developing the ability to make good decisions
- Demonstrating that they can make good decisions
- Demonstrating self-control
- Taking responsibility for personal decisions
- Developing initiative and independence
- Being honest
- Treating all people fairly and with respect
- Being polite
- Expressing ideas in an appropriate manner
- Thinking before speaking
- Apologising when necessary
- Following directions when given them for the good of the community or the person him/herself
- Allowing others to feel safe at school by not using physical and/or verbal bullying
- Being aware and not placing oneself or others in potentially harmful situations
- Keeping one’s living areas clean and tidy
- Taking care of school property and respecting the property of others

**Risk Assessment**

For your child’s safety a Risk Assessment occurs before they leave on any Excursion.

**ROLLER BLADES**

See under *Skateboards and Roller Blades.*
ROUTINES

Boarders have set routines to follow each day. These routines are outlined in each House’s handbook and in the Year book and Boarding Handbook-Students. All Staff and Students are asked to be aware of these routines.

SECURITY

All houses are alarmed; all houses have panic alarms; each evening the School is patrolled by an Orange security company.

All students need to keep their own belongings intact; student should not leave bags and other possessions lying around outside. All a student’s possessions must be named.

SICK BAY

See under Health Care Centre.

SKATE BOARDS AND ROLLER BLADES

Boarders are allowed to have roller blades and skate boards at school.

Each boarder bringing skateboards or roller blades to school must check with his/her Head of House to determine where they will be stored.

Each boarder bringing skateboards or roller blades to school must have a permission note from his/her parents/guardian to do so.

Each boarder bringing skateboards or roller blades to school must have written permission from his/her parents/guardian if he/she wishes to use skateboards or roller blades outside the school grounds (i.e., PLC Site for girls and Wolaro site for boys).

Each boarder bringing skateboards or roller blades to school must have written permission from his/her parent/guardian to allow another student to use his/her skateboards or roller blades.

Each boarder bringing skateboards or roller blades to school must wear a helmet at all times when riding the bicycle, inside and outside the school grounds.

Boarders are not allowed to lend their skateboards or roller blades to other boarders unless the following has occurred: No boarder may use skateboards or roller blades belonging to another student unless the student borrowing the skateboards or roller blades has written permission to do so from his/her parents/guardian and the student lending the skateboards or roller blades has written permission to do so from his/her parents/guardian.

No boarder may use skateboards or roller blades anywhere in the school grounds or outside the school grounds without wearing a helmet.

There is a use of skateboards or roller blades permission note on the School’s Website and in the Appendix.
SOCIALS

Socials run by the school are held during term time, normally on a Saturday evening. They run from 7.00 p.m. until 10.00 p.m. Socials are held in the Dorothy Knox Hall at PLC. They are supervised by boarding and day staff.

A Social is compulsory for a student in years 7-10 until 8.30, when those students who wish to do so can return to their boarding hoses. (A bus returns the boys to the Wolaroi Site at either 8.30 or 10.00 p.m.)

SPECIAL DIETS

See under Vegetarians

SPORT

Most boarders are involved in compulsory sport. Students must obtain leave from their coach (via the “green slip”) before they can miss sport on a weekend.

STANDARDS EXPECTED IN THE HOUSE

Each morning, before the boarders leave the House for school the following is expected:

Dormitories/Studies

- Beds made
- Nothing to be left on the floor or under the beds
- Shoes/clothes/ personal belongings placed in the cupboards provided
- Desks/tables/dressing tables etc left in an orderly fashion
- Waste paper bins emptied
- Windows and curtains opened in summer
- Lights/heaters/fans turned off.

Common Areas

- No personal possessions to be left in the common rooms
- Kitchen areas to be cleaned and left tidy.
- Towels and swimming costumes to be aired appropriately.

STEALING

Boarding Houses need to be an environment where students feel safe. They should feel secure about their own well being and their possessions. Stealing erodes trust within a Boarding House very rapidly and destroys cohesiveness. All incidents of theft should be reported to the Head of House. It is vitally important that all students take care of their belongings. Students often have very valuable items in their Houses and they should be keeping them locked up securely.


STUDENT ABSENCES
See Under Absences

STUDENT LEADERSHIP

In the boarding school, we have a program that defines the students’ growth as leaders along a developmental continuum from learning about self and leading the self, towards learning about others in preparation to lead them. Defining leadership as inspiring others towards reaching shared goals, KWS believes that all students are leaders on some level and that, everything following is, in an important way, a leadership decision. As activity based, the curriculum developed by KWS provides students with an opportunity to discuss their personal leadership theories, apply the theory, and reflect upon the theory. Combined with this activity based approach, outreach opportunities in “the real world” give students a chance to incorporate their leadership lessons in their daily lives in ways that make a difference in the lives of others.

In each boarding house there is a House Captain and a Vice Captain; some boarding houses require the other house seniors to accept responsibilities for certain areas of, or personnel within, the boarding house, e.g., big brothers and big sisters.

In addition to the activities described below, some houses have a system of encouraging leadership in the junior years by rotating the position of dorm leader.

The seniors in leadership positions are seen as a bridge between students and staff.

Leaders are either selected by the Head of House or elected by the students in the House.

The leaders are monitored by each Head of House and the House assistant staff through personal contact and observation. Sometimes other students comment on the actions of the student leaders.

The Year 7 Houses are a young boarder’s first introduction to life in boarding. The staff, assisted by a minimum of four seniors, encourages their students to grow and develop as individuals. They learn to be responsible for themselves and their own actions in this, their first year away from home. They are beginning to find out about self. What happens in boarding is an extension of the Peer Support programme which is run with Year 7 in the Day school.

In Year 8 our boarders move into the vertical houses. The school counsellor conducts a programme such as “Mind Matters” on each site during the year. This enables the year 8 students to explore who they are, extending on the work in year 7 and to begin to acknowledge their role in the wider fabric of the school.

In years 9 and 10 we conduct further leadership “seminars” (activity-based evening sessions built around a meal) where years 9 and 10 explore what the concept of leadership is. They determine where their leadership ambitions lie (cadets, music, the day school), how they see themselves in the overall school picture and what responsibilities they are prepared to accept. The community service programme in year 9, in the day school, is extended and supported in Boarding.

The Duke of Edinburgh Award Scheme is also encouraged from year 9.

In year 11 there are further leadership seminars; as well, most houses adopt a “big brother and/or sister” programme. This is based upon the Peer support training completed in Year 10.

Our House Captains, Vice Captains, and the two Head Boarding Prefects are chosen from Year 12. In the first part of the year, Year 12 experience a retreat and Year 11 a leadership training seminar. The seniors’ role in
the house is one of supporting House staff, liaising between house staff and other students and providing a role model for all others in the house.

**Head Boarding Prefect (Male and Female).** These are Year 12s who are the representatives of the boarders and other boarding prefects and house captains in the day school. They are the boarding representatives on the day school prefect body. They are also the student members of the Boarders’ Parents’ Committee.

**The Head Boarding Prefects – in summary**

- Are the student members of the Boarders’ Parents’ Executive
- Assist with arrivals of new students on their first day and general orientation
- Are the boarding reps on the day school Prefect Committee
- Help to run the Leadership seminars
- Liaise with the Director of Boarding on boarding policies

**SUNDRIES**

“Sundries” is the term given to money available to a student through the Accounts Office. Any money charged to sundries (e.g., for an excursion) will be charged to that student’s account.

If a student needs cash for some emergency, then that student fills out a Sundry Slip, with the reason for the money and the amount of money clearly indicated.

This Sundry Slip can be signed by the Head of that student’s House ONLY or by the Director of Boarding or Bursar.

There can be no sundry slip for moneys over $30.00 unless the parents have approved the payout AND the Bursar has signed off on the slip.

NO sundry slips are to be signed for social events, tutor parties, birthday parties and the like. Sundries are for emergencies only.

**SUPPER**

Each house has supper for students around 8.30 p.m. Mondays-Thursdays. Some houses also have supper on Fridays, Saturdays and Sundays.

**SUPPORT FOR STUDENTS WITH SPECIAL NEEDS**

- Students with Special Needs, whether physical or learning disabled, are supported in boarding in a number of ways.
- Physically disabled students can be catered for in either Miller (girls) or Weymouth (boys) Houses.
- Learning disabled students can be assisted by the routines of the boarding life. They can also be assisted in Prep, either by the MOD, or by arrangements made through the Head of Learning Assistance.
- Parents MUST contact the Director of Boarding and the Director of Learning Enrichment to prepare a viable programme for those students with Special Needs.
- Staff members are aware of those students with Special Needs, either physical or learning and are also aware of the programme for each individual boarder.

**SWIMMING POOLS**

The school has two swimming pools, one at PLC and one at Wolaroi. The PLC and Wolaroi pools will only be available for use at such times as they are under the direct supervision of a designated person appointed by
KWS, with the appropriate qualifications as described in NSW Government practice note 15 (Oct 2005). At all other times the pool will be closed. Boarders can obtain these qualifications in course run each winter through the Recreation Centre. Course times are advertised in the Daily Bulletin.

The PLC Pool can only be used by the PLC girls and the PLC Site Staff, unless it is being used for a day school activity

**TAXI SLIPS**

Each boarding house has a taxi slip booklet.

Students can be given a taxi slip to travel to a medical appointment or at such other times as parents have approved of the travel.

House staff members are reminded that Taxi slips should not be given for social outings. If going out, students should be encouraged to pay for their own taxis – it will be cheaper than a taxi slip.

A taxi slip is charged at the rate of $17.00 per trip, regardless of the metered fare (unless, for example, it is a fare above $20.00, such as a trip to the airport, when the full price is charged.)

**TELEPHONES AND FAXES**

Most boarding houses have a minimum of two student phones, one for incoming calls and one for outgoing calls. Loader House has only one phone.

The purpose of these phones is to allow all students to have easy access to their parents.

Most students also have their own mobile phones. The rules of use for mobiles does vary slightly from House to House but, overall, students in years 7-10 are not allowed to use their phones from Lights Out until Breakfast each day. See also under Mobile Phones.

There is also a fax machine in every boarding house. Fax machine numbers are:

- Loader – 63931373
- Miller – 63623251
- New – 63624391
- Stuart Douglas – 63624789
- Trathen – 63624907
- Weymouth – 63624828
- Wolaroi - 63623671

**TRAVEL**

The School, through the office of the Assistant to the Director of Boarding, Mrs Sally Rattray-Wood, organises travel home for all boarders who request it at the end of terms 1, 2 and 3 and the beginning of terms 2, 3, and 4. This travel is on Countrylink provided transport and must be organised quite early in the term preceding the time of travel. The School, through Mrs Rattray-Wood, also organises transport for Easter and the Queen’s Birthday (June) Long Weekend.

There is a booking fee of $7.50 per family.

Cancellation of travel, in exceptional circumstances, does not incur a charge. However, a cancellation fee of $50.00 will be applied to each student who fails to show or cancels at the last minute if no adequate reason is given for the cancellation.

To organise end of term travel, Mrs Rattray-Wood sends out booking sheets. The Head of House, House Mother or MOD organises with each child to fill out these forms which are returned to Mrs Rattray-Wood. Mrs Rattray-Wood then sends out a final check list which house staff members are also asked to check and return.
Weekend Leave and other travel using Countrylink: At times other than end of term travel, Mrs Rattray Wood is happy to help a student organise his/her travel. The student simply needs to go to Mrs Rattray-Wood’s office in the Wolaroi Building to organise this travel.

TUTORING

Tutoring can occur in two ways for boarders.

During Prep, various teachers visit each site to offer student assistance with their homework. This is in addition to the assistance provided by the MOD in charge of Prep.

Paid tutoring is also available to boarders. The School has a list of vetted tutors who are available to work with boarders. Contact the Head of Learning Support, Mrs R Ridge, for a current list of names.

UNIFORM

See under Dress.

UNINVITED VISITORS

Uninvited visitors will be asked to leave the site on which they are found immediately.

VEGETARIANS AND STUDENTS WITH FOOD ALLERGIES

The School caters for vegetarians, with a vegetarian choice at each meal. Those students who are vegetarians must let the Kitchen Staff know at the beginning of the year, so that their names may be placed on the Vegetarian List.

A student who is not a vegetarian is not allowed the vegetarian choice as there will not be enough food.

If anyone is unhappy with the content/availability of vegetarian or any other special meal, then the MOD should speak to the staff on duty in the kitchen to see if a viable option can be organised.

The school also caters for other Special Diets, including items such as soy-milk, wheat free meals, provided that the Kitchen is aware of the student or staff member’s requirements. Generally, speaking, the Head of House communicates with the Kitchen and with those in charge of the kitchen, Mr John Wenham and Mrs Diane Gillette.

VIDEOS, FILMS, MOVIES, DVDs

See under Movies.

VISITORS

Visitors such as parents, relatives and close family friends (adults - with parental permission) are, of course, welcome, at the School at any time, provided that their visit does not disrupt the normal routines of the boarding house. However, other visitors are asked to limit their visits to Saturdays or Sundays, except under exceptional circumstances.

ALL VISITORS MUST SIGN IN AT THE VISITORS’ BOOK WHICH CAN BE FOUND IN EACH HOUSE OFFICE.
Kinross Wolaroi School

Handbook for Parents of Boarders

As well, boarders MUST introduce ALL visitors to the MOD.

Boarders’ visitors may be entertained at the School on either Saturdays or Sundays, between 12.30 and 5.00 p.m. Such visitors:

- Must sign in at the Visitors’ Book
- Must be introduced to the MOD on arrival.
- Can only be entertained in the area designated by the MOD
- Must see the MOD immediately prior to departure.

Visitors, including parents, brothers and/or sisters, will not be entertained in or near cars.

When entertaining a visitor of the opposite sex, then a boarder must entertain that visitor in the designated area for his/her boarding house.

The School, through its staff members, reserves the right to refuse entry to visitors if it considers (for any reason) the visit to be unacceptable. Dress, bad language, etc may well be grounds for such action.

The School’s Visitor’s Policy is in the Appendix.

**Visitors – Overall**

The School’s Visitors Policy is in the Appendix. In this Policy, visitors are defined as anyone visiting the school who is not immediately officially involved in the school’s operation. Parents or guardians involved in drop off or pick up of students, or attending official school functions, are not regarded as visitors.

Therefore, visitors to the Boarding Houses must report directly to the Office of the respective Boarding House and follow the sign in procedure.

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**WASHING**

Students should shower/bathe at least once per day.

Laundry: The School Laundry, a commercial laundry, can wash all students’ clothes and linen.

BOYS: There are very limited facilities for boys to wash their own individual clothes, if they do not wish to use the school laundry. Boys’ washing is taken to the commercial laundry on the PLC Site twice a week and is returned the same afternoon. It is then sorted into individual pigeon holes where it is to be collected that evening.

GIRLS: At the PLC Site there are laundry facilities and clothes lines and dryers for the girls to use. However, girls may use the commercial School laundry if they wish. Laundry is collected twice a week and is returned the same afternoon. It is then sorted into individual pigeon holes where it is to be collected that evening.

Drying washing should not be draped around communal bathrooms, heaters, common rooms, corridors etc.

All dirty washing is to be kept in a washing bag or basket, preferably on the top of the student’s wardrobe.
THE WEEKEND SHEET

Every Thursday evening the weekend activities programme and organisation, including sport, are printed out in a document called The Weekend Sheet. All students need to be aware of the contents of this document, as any changes to routine, including meal times, are listed here.

WHAT SHOULD I BRING TO BOARDING SCHOOL?

It is important for boarders to bring items to make their “boarding space” comfortable and homelike. For example, photographs, mementos or a stuffed toy. Having too much in one’s space, however, makes keeping the area tidy both difficult and time-consuming. We therefore ask parents to monitor the amount of luggage their child brings into boarding.

The following items are suggested: Full school uniform; four or five shirts or blouses; A couple of t-shirts and jeans; Shorts; some neat, dressier casuals for outings such as to the theatre; warm sloppy joes or shirts; underwear for seven days; 7 pairs of socks; jacket; joggers; swimming costumes; beach towel; toiletries.

Students will also need sporting equipment and sports clothes, a CD player or I-pod; a camera; coat hangers; address book; letter writing materials; a mug; a box in which to keep food or other goodies from home.

EVERYTHING that comes into the school should be clearly labelled with the child’s name.

WORKING WITH CHILDREN

All staff members are trained in the Working with Children and Child Protection Procedures and all have been vetted.

YEAR BOOK

The book is issued to all students in the secondary school at the beginning of the year. The Year Book contains the Aims of the school, semester dates, the school rules and other such data. It is also a diary for recording homework and assignments.

Students are not supposed to graffiti their year books in any way.

House staff members are asked to sign the year book at the conclusion of each prep session.

School rules are written in the Yearbook. Parents should look at their child’s Yearbook on weekends when they are visiting or during the holidays.

THE YEAR 10 FORMAL

This is held during Term 4. Only year 10s attend the formal. It is organised by a Formal Committee which volunteers/is selected in Term 2. Mrs R Ridge is the supervising teacher.