KINROSS WOLAROI SCHOOL

BOARDINGHANDBOOK

MILLER HOUSE

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INTRODUCTION TO BOARDING AT KINROSS WOLAROI SCHOOL

Our Mission

Boarding at Kinross Wolaroi School (KWS) aims to offer a safe, secure, warm and homely environment for all our boarders, making it their home away from home. Our compassionate and empathetic staff provide an exceptional level of care to our students and ensure their academic, emotional, physical and social wellbeing is achieved within this setting.

When students come to KWS, they join a family where an inclusive community and grounded culture create a sense of belonging. Respect for our Christian heritage and a spirit of service and social justice encourages KWS students to become valuable contributors to their communities.

Our Values

The Boarding House environment at KWS fosters respectful relationships as well as a sense of pride, loyalty and kindness within our School community where effective communication, strong friendships and mutual respect is valued and encouraged. As a school we celebrate success, but we respect the value of resilience. For over a century, KWS has been motivating students to become men and women of integrity.

Our Goals

We aim to actively promote and support the wellbeing of all our boarding students through the provision of a caring and compassionate boarding environment which encourages students to be socially responsible, spiritually aware and fully engaged in life. Our vibrant co-curricular program is continually being improved to ensure all students are fully engaged and challenged. Our highly motivated and committed team of enthusiastic boarding staff provide extensive support to our students, helping them discover and develop their individual talents

Boarding Structure

Boarding students at KWS live in accommodation on two sites within the town of Orange.

Our boy boarders live at the Wolaroi site, whilst our girl boarders live approximately four kilometres across town on the PLC site. Buses are in operation between the boarding sites each day, enabling our students to participate in an extensive co-curricular program before and after school each day and at weekends.

Boarding at KWS is overseen by Director of Boarding, Mr Matthew Curran who reports directly to the Principal.

There are eight boarding houses, each with a Head of House who reports directly to the Director of Boarding. Each House has a House Mother and three to four Resident Assistants. Most houses also have an Assistant House Parent.

Under the guidance of the Principal, the Director of Boarding and his 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 Boarding Parents' Committee. The Boarding Parents' Committee meets twice a year to discuss a range of issues of particular interest to our boarding community, enabling parents to be involved in the organisation of developments within the boarding school.

Any new policy implemented by the boarding staff and/or parents however, must be in line with the general school policy.

Wolaroi Site

Year 7

Trathen House on the Wolaroi site is our Year 7 boys' boarding house and enables our youngest boys the opportunity to settle into life as a boarder with ease. There is a small number of carefully selected senior students within the house. Year 7 boarders live in dormitory style accommodation.

Years 8 to 9

All Year 8 and 9 boys live in Tower House on the Wolaroi site. There is a small number of carefully selected senior students in each of these houses. Years 8 and 9 boarders live in dormitory style accommodation.

Years 10 to 12

Weymouth House and Wolaroi House operate within a vertical boarding structure and accommodate our Year 10 to 12 boys.

Year 10 boarders live in dormitory style accommodation whilst Years 11 and 12 are in study bedrooms. Year 12 students are predominantly in single rooms.

PLC Site

Year 7

Stuart Douglas on the PLC site is our Year 7 boarding house and enables our youngest girls the opportunity to settle into life as a boarder with ease. There is a small number of carefully selected senior students within the house. Year 7 boarders live in dormitory style accommodation.

Years 8 to 12

Loader, Miller and New House operate within a vertical boarding structure and accommodate our Year 8 to 12 girls.

Years 8, 9 and 10 live in dormitory style accommodation whilst Years 11 and 12 are in study bedrooms. Year 12 students are predominantly in single rooms.

ABSENCES

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

Parents can be reassured that any unexplained absence from any meal MUST be followed up immediately by the Duty Staff Member (DSM).

Any unexplained absences from the House at any time when the student is expected to be there, MUST be followed up immediately by the DSM.

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 boarders' 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 Head of Senior School. Application must be made by the boarders' parents, who can write, email hosspa@kws.nsw.edu.au or fax the request to the school. The school's main fax number is (02) 6392 0410.

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 and every attempt should be made to keep such absences to the absolute minimum. This leave entails filling in a yellow slip that must be signed by the relevant coaches/supervisors granting consent to miss sport, and also the Head of House.

The Health Care Centre 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 Registered Nurse on Duty notifies the Front Office of the student's absence from school and the timing of that absence. Parents can ask the Registered Nurse 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 8.30am and 3.30pm.

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
- Attendance at Boarders' Church services if in residence
- Attendance at prep
- Attendance at meals and eating at meals.
- Attendance at all activities indicated as compulsory on the Weekend Sheet.

Non-compulsory activities include:

- Activities organised within the House
- Activities organised on each individual boarding 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 Head of Senior School, 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 can exempt a student from compulsory sport or cadets.

Parents can email or write to 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 to not 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.

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, parents need to be advised that when students are in residence, some houses ARE ALARMED during the day. Parents need to check with the Head of House BEFORE entering a boarding house during the day (where they have permission).

ASSESSMENTS

Assessments are a necessary, enduring, and at times, unpopular part of life for students. House Staff monitor how their boarding students are coping with assessments. Junior students in Years 7-9 are also introduced to assessments through their individual subject programs.

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 feel free to say no, should wish to do so.

Homework Club is available to all boarders in addition to compulsory prep. Please see Senior School Handbook for further information.

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, Mr Paul Mirrington, Director of Studies, in charge of the Academic area.

BANKING AND POCKET MONEY

Most of our students control their own pocket money through electronic banking. An EFTPOS Account is recommended with minimal funds. Deposits may be made directly by parents. The sum of $50-$100 per term is suggested.

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

BARE FEET

Students are not to be out of their Houses in bare feet and are actively encouraged to wear footwear within the House. Parents must ensure that their students have adequate footwear for the seasonal changes and to comply with school policy.

BICYCLES

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

Parents need to be aware that, while each DSM 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&F

All boarders' parents are invited to join the P&F, many of whom are currently members of this committee. For meetings and teleconferencing details, please refer to the School website.

BOARDER PARENTS' COMMITTEE

The Boarder Parents' Committee was formed as a support group connecting boarding families with school management. The committee provides a way of delivering feedback, affecting boarders only, to the attention of staff who work towards implementing solutions and improvements. The committee meets twice each year. There are one or two parent representatives from each boarding house on the committee as well as a Convenor and a Secretary. The Director of Boarding is invited to attend, as is the Principal who attends where 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 member wishes to speak with the committee, he/she needs to go through his/her Head of House. Items for discussion should be placed on the agenda in advance.

Parents are welcome to contact the parent representatives of their child's boarding house between meetings.

BOARDERS' BUS PASSES – PLC SITE – GIRLS

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

Applications for PLC Bus Passes must now be made on-line at www.transportnsw.info/school/students selecting the Boarding School Student options for Daily Travel. The home address should be noted at the PLC site 63-97 Coronation Drive, Orange NSW 2800.

If a girl loses a bus pass, she must apply for a new one. A replacement fee of $30.00 is required. She can apply through the Assistant to the Director of Boarding.

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 NSW Trainlink 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. A recent passport-style photograph must accompany the forms. The forms are sent to NSW Trainlink, 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 $30.00 which is charged by NSW Trainlink 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 NSW Trainlink 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, available from the Assistant to the Director of Boarding.

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 NSW Trainlink travel.

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 NSW Trainlink 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.

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. **Weekly 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, visit http://www.kws.nsw.edu.au/signupweeklybulletin. The bulletins are available on the school website from Wednesday for all KWS Community members. Boarders News appears in this bulletin.
3. **Weekend Sheet and Announcements:** Distributed each week from the Director of Boarding. The Weekend Sheet contains an outline of all activities for the coming weekend. 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. **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 School Calendar, 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 staff member available at the School during school hours. A parent can also discuss matters with the Head of Senior School, (02) 6392 0302, the School Psychologist (02) 6392 0356, School Chaplain (02) 6392 0406 and/or Director of Boarding (02) 6392 0326. We do, however, encourage parents to contact their child's Head of House or Tutor in the first instance.

Remember, 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.

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

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

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

- Travel booking sheets are circulated in each house and must be filled in by staff and students, returned to the Assistant to the Director of Boarding and then double checked. Late cancellations may incur a charge.
- Travel times are notified as soon as they become available.
- Any parent wishing to organise travel via NSW Trainlink **at any other time** needs to contact the Assistant to the Director of Boarding.

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 and complete the **Student Driver Authority and Application form 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 **Student Driver Authority and Application 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 available on the school website.

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 Personal Assistant. This list is then e-mailed to the Heads of House who display it prominently in the house office, so that all members of house staff are aware of those students with permission to drive or to be a passenger.

A boarder is **not allowed** to use his/her car on a daily basis. Weekend use of cars is also forbidden without specific permission. Parents are asked to re-inforce this point with their child who is returning to school with a car.

All keys are to be left with the Head of the Boarding House.

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 or their Head of House.

Boarders are not allowed to ride in cars driven by Resident Assistants, 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.

CHURCH

Attendance at Church is compulsory for all boarders who are in residence.

Church services, both whole school church services and boarding church services, are advertised in the Year Book and Weekly News Bulletin.

Students must wear smart casual clothes to these church services, unless told otherwise. The services are generally held at St Johns Uniting Church, corner Kite and Anson Street, Orange.

The Director of Boarding, House Mothers and Heads of Houses who do not have other school commitments and the Resident Assistant staff on duty are asked to attend these boarding services.

Resident 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 very welcome to attend Church services.

Permission for exemption from a church Service can only be given by either the Head of Senior School (whole school church services) or the Director of Boarding (Boarding church services).

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?

KWS 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' Student Diary, they can be summarised as follows:

- All members of the KWS 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 Student Diary.
- 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.
- It is forbidden to purchase, possess, or bring into school any forms of pornography
- Students, be they drivers or passengers, must be aware of and comply with the School driving regulations and must have a signed Authority and Application form 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 Student Diary.

With 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, Assistant House Parent, House Mother, Director of Boarding or one of the Resident 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 Psychologist and the Health Centre Registered Nurses all have considerable 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 Head of Senior School 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:

1. E-mail
2. Phone calls
3. Regular meetings
4. Personal contact
5. Newsletters/Bulletins
6. Mobile phones
7. Boarder Parents' Committee.

COMPLAINTS AND CONCERNS

Informal Complaints and Concerns of Students

Students who have any problems or complaints can present these complaints to:

- A house student leader
- The House Captain or Vice-Captain
- A Resident Assistant Staff member
- The House Mother
- The Head of House
- House Tutor
- Head Tutor
- The Registered Nurses in the Health Care Centre
- The Chaplain
- The School Psychologist
- A member of the day staff
- The Director of Boarding
- The General Duties Officer
- The Head of Senior School
- 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 response from the Head of House's, then the parent or student should go to the Director of Boarding. Hopefully, this will resolve the matter.

The Formal Complaints Process

KWS 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 School Community and the community at large. Thus, complaints about any aspect of the School's operations, service or personnel will be handled responsively, openly and in a timely manner, with the aim of resolving any complaint via an articulated process and respecting the confidential nature of such matters. Complaints are treated as constructive suggestions which may be used to improve standards and may prevent cause for further complaint.

Procedure for Raising a Concern or Making a Complaint

KWS 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 Head of Senior School. 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.

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 ICT department.

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

The School's ICT Acceptable Use of Technology Policy can be found on the School website. All students will be asked to read and sign this policy.

CONTACT WITH PARENTS

Parents should be aware 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. Whilst most students won't need this encouragement, we do remind both parents and house staff members to gently encourage any students who do not contact home.

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 Registered Nurses in the Health Care Centre contact parents about their sick child because they 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 and emails 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. Most 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 has a duty of care to all students, and in every instance it offers the best possible tailored care regardless of the student's health or disability (e.g., epilepsy, asthma, diabetes, depression, anxiety, and eating disorder). The school does not discriminate in any way but we require specific medical and psychological information in order to care for each and every student. All such information is treated confidentially. In keeping with this, all students with medical and psychological needs require relevant and up to date information to be provided.

The School Psychologist is available to all boarders and their parents. The Health Care Centre sisters ((02) 6392 0376), your child's Tutor and Head Tutor and your child's Head of House and House Mother are also available to provide support for your child. The School Psychologist is able to assist with arranging and supporting counselling services provided outside of the school if this is preferred or more appropriate in a particular case.

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.
- DSMs maintain control of the dining room.
- Both Staff and Students are dressed appropriately.

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.

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.

DRAMA AND CO-CURRICULAR DRAMATIC ACTIVITIES, INCLUDING THE MUSICAL

As parents may be aware, the school has a strong drama program, 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.

All information about these activities will be found in the Weekly Bulletin 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 (please refer to section on Bare Feet).
- The correct shoes are to be worn at all times in the Rec Centre and the Robyne Ridge Centre.
- If a student is wearing uniform in the street, full school uniform or full track suit must be worn.

DRY CLEANING

All dry cleaning is to be handed to the student's House Mother at the time designated by the Head of House. It will be returned when the cleaning is completed. 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.

EATING

All Boarding House staff members are asked to monitor students during meals. This is part of the school's primary preventative measures in relation to identifying, managing and supporting students with eating disorders. Concerns will be referred to the Head of House who will liaise with the student, parents and the Wellbeing Team as appropriate. If parents have concerns about their child, they should contact the Head of House or the House Mother, the Sisters in the Health Care Centre or the School Psychologist.

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.

- Students are welcome to use personal devices in their spare time
- Students are not permitted to use electronic devices in their dorms/rooms after bed time. Electronic devices are to be handed in for safe storage each night.
- Mobile phone use during homework (prep) time is prohibited. Mobile phones are to be handed in for safe storage during prep time. Students may access their phones during study breaks.
- Students in any year group who misuse, or over-use, electronic devices or show a lack of self-discipline will be asked to hand devices in and may have the device taken for a period of time.
- Students are asked not to spend excessive amounts of time "in front of screens". Students should look for opportunities to socialise with peers and participate in activities that are not related to viewing and using electronic devices. Achieving a balanced approach to electronic device use is best!

The School's ICT Acceptable Use of Technology Policy can be found on the Website. All students will be asked to read and sign this policy.

ELECTRICAL GOODS

All electrical goods brought into the boarding houses by students **must 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.

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

E-MAILS

E-mail is a major form of communication both within and outside the school. Parents are invited to maintain regular e-mail contact with their child's Head of House.

EMERGENCIES AND SERIOUS INCIDENTS

All staff members are prepared and trained for emergencies and serious incidents.

Staff members are familiar 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.

EMERGENCY EVACUATION FIRE DRILLS 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. Individual House and site Drills are held each term. 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 and Assistant to the Director of Boarding.

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.

Drills

Students MUST be notified before a drill.

A Copy of the procedures follows:

In the event of an emergency evacuation:

1. The DSM will instruct you to EVACUATE!
2. Do not panic. Use common Sense. Follow the DSM's instructions.
3. Leave the House by the nearest SAFE route IF time permits , and you are instructed to do so
4. Warns others by repeatedly calling "EVACUATE"
5. Close doors and windows
6. Do not pack/bring any belongings.
7. A fire blanket wrapped round your body at night is acceptable
8. Do NOT wrap yourself in a doona
9. Report to the designated Evacuation Point and wait quietly for instructions.
10. The DSM will call a roll and inform the Head of House and/or Director of Boarding if anyone is missing.
11. The Director of Boarding and/or Head of House will inspect the House, check with the DSM and report to the designated FIRE Warden.

In the event of an Emergency LOCK DOWN

1. The DSM will instruct to LOCK 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 DSM 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 DSM, Head of House or Director of Boarding will summon help.

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

FACEBOOK AND SOCIAL NETWORKING SITES

Access to Facebook is permitted for boarders for an allocated period of time after school through to prep. 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.

The School's ICT Acceptable Use of Technology Policy can be found on the website. All students will be asked to read and sign this policy.

FACILITIES AVAILABLE TO BOARDERS

Facility	PLC site	Wolaroi site
Dormitory, double and single rooms	X	X
Common room(s) in each boarding house, with kitchen facilities, TV, DVD, Foxtel, Netflix etc.	X	X
Access to Wi-Fi	X	X
Swimming pool	Outdoor	Indoor
50 acres of beautiful grounds	X	X
Tennis courts	X	X
Barbecue facilities (may be used by parents when visiting)	X	X
Recreation Centres	X	X
Library on Wolaroi Site, open 8.00am - 5.00pm, Monday to Friday	X	X
Medical Centre	X	X

FOOD

The School employs several qualified chefs to prepare meals for our boarding students at both the Wolaroi and PLC sites. The catering team provide fresh, seasonal meals to students and cater for a variety of dietary requirements. For a full menu, please visit the school website.

Breakfast: fruit, cereals, toast, choice of hot dish.
Morning tea: fruit and a snack.

Lunch: fruit, sandwiches, hot dish, yoghurt.
Afternoon tea: fruit (this should be collected at breakfast and left in the house fridge, 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 you as a parent do if you have any concerns over food?

- Contact your child's Head of House
- Contact the Director of Boarding

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.

If anyone is unhappy with the content/availability of vegetarian or any other special meal, then the DSM 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 its staff.

An invitation: Parents are invited to eat in the dining room when they are visiting their children over a meal time. Please inform the Director of Boarding of your intentions in advance.

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 Assistant to the Director of Boarding 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 the Assistant to the Director of Boarding.

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

FRONT OFFICE

- The front office is the main entry area into the secondary school.
- All visitors should report to the Front Office, 8.30am–5.00pm.
- All mail is delivered to, and sorted by, the staff 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.
- Students can post small parcels and letters through the front office.
- All rolls are sorted by the staff in the front office.

- Students leaving the school must sign out through the front office (or the Health Care Centre, if medical leave).

GATING

A gating is a punishment which restricts a boarder's movements. A gated student is not allowed to leave the boarding site except 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.

GYM

See Rec Centre.

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 Houses' 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

Because Boarders' physical well-being and development are provided for and monitored by the Registered Nurses 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 Registered Nurses 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 (RN) is on duty from 7.30am until 7.00pm, Monday to Friday.
   - **b.** Clinics are held at the PLC site from 7.30am-8.00am and from 6.00pm-7.00pm.
   - **c.** The RN is on call for emergencies between 7.00pm and 10.00pm 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.** At 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.** 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.
   - **i.** 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 8.15am until 5.30pm. 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 Psychologist 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 Psychologist 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 GPs.
l. The Health Care Centre, in discussion with both the boarder and the boarder's parents, makes all necessary medical appoints: GP, Optometrist, dental and other related areas
m. The Health Care Centre sends a school letter to the doctor with student who returns the doctor's response to the RN on duty.
n. The Health Care Centre orders and collects the prescribed medications.
o. The RN on duty monitors the Medications and treatments.
p. At times, as determined by the Health Care Centre, House Staff administer medication to students.
q. Senior students self-administer certain medications. Heads of Houses are informed of those students doing so.
r. All other students attend clinic either daily or twice daily to collect medication.
s. 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.

6. **Managing immunisation and screening.**
   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 centres 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 DSM or House Mother 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 Psychologist
      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.

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.

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 students 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

Due to Occupational Health and Safety (OH&S) issues, neither students nor boarding staff are 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.

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 **Head of Student Academic Services, Mr Yooie Choi**.

All boarders have access to computers during prep. As well, staff members on duty will assist a child with homework problems. The Library is open from 8.00am until 5.00pm each day.

LEAVE

Parents are asked to communicate via the **Boardingware** system 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.

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. This can be achieved through the **Boardingware** system. Information about **Boardingware** will be forwarded to parents by the school ICT department. If you have problems accessing this system please contact the ICT department at support@kws.nsw.edu.au. Your request for special leave will be forwarded via **Boardingware** to the Head of House, who maintains the final decision.

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 **essential**.

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 Head of Senior School 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.

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 leave and have a Yellow Slip signed by the relevant staff members and their Head of House or parent and present it to Director of Sport. Yellow slips are obtained from outside the Director of Sport's office.

Students DO NOT need a yellow 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 8.00pm Sundays or at school by 8.45am Mondays. If a student is late back on a Monday, then he/she MUST obtain Academic Leave from the Head of Senior School, Mrs West.

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

Weeknight leave is strongly discouraged unless the dinner leave or afternoon leave is with the student's parents. Students who have to miss prep for sporting or other activities approved by the school must sign out and inform their DSM of their departure and return.

A staff member must meet the parent before granting leave and the leave must be entered into **Boardingware** system prior to departure.

Weekdays

Town leave may occur in the afternoon, from 3.30pm– 5.30pm, provided a student does not have any other commitments. Town Leave cannot be granted by a Resident Assistant staff member, other than the House Mother, unless prior arrangements have been made by your Head of House in your boarding house only.

Bathurst Road Leave

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

Saturday Town Leave

Other than for sport or to attend a movie during the day, students may have two-three hours shopping leave at the discretion of the Head of House on a Saturday provided all sporting or other commitments have been met.

Sunday Leave

Sunday leave may be granted from after lunch on Sunday until 5.30pm to attend the movies or to 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 DSM, 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 at the weekend for an evening meal, to see a movie with their children, or to visit for the day. Such leave needs to be applied for through the **Boardingware** system 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 needs to phone the host.

This leave needs to be approved by the Head of House or by the DSM, if the Head of House is prepared to delegate this responsibility.

Dress for Leave

- Week day town leave – full school uniform or neat casuals.
- Weekend leave, town leave etc – neat casuals.
- Dinner leave – neat 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 school uniform.

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.

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.

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. Each boarding house also has its own rules and expectations 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.

See Rewards and Sanctions

MOBILE PHONES

Most, or all, students have a mobile phone. Mobile phones are to be used sensibly. They cannot be used during prep, during the day school, at meals or in Church.

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.

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.

The School's ICT Acceptable Use of Technology Policy can be found on the website. All students will be asked to read and sign this policy.

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.

MUSIC, MUSIC LESSONS AND MUSIC PRACTICE

Music is an integral part of life at KWS 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 which 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 the PLC site where music practice may occur either prior to 8.20am (last bus departs) or after 4.00pm (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 uncertainty 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.

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

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.

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 Resident Assistant 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 Psychologist.

The Chaplain and any other member of the school staff are also approachable. 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 Psychologist.

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. Although at times this may be difficult, 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 instructions for each evening in their Student Diary.

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 6.45pm until 8.45pm.

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 iPods 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 around the house.

Most houses run supper from 8.45pm-9.00pm.

At 9.00pm, Years 11 and 12 return for a further hour of prep.

Years 7 should be finished their formal homework each night by 8.30pm. If a student needs to spend additional time on prep, then the student should speak to the DSM. 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 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 practice.

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, the staff member and Head of House may resolve 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 Head of Student Academic Services (SAS), or, in serious matters, the Director of Studies 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 feel free to say no, should wish 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. Dining Room and Library (Wolaroi site) 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 8.00am until 5.00pm each day. If there are problems with the computers in the boarding houses please notify the Director, Information Services and Director of Boarding as soon as possible.

RECREATION CENTRE (WOLAROI SITE)

The Recreation Centre (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. Boy boarders also have access to the Rec Centre on some evening after dinner but before prep.

Students attending the Rec Centre must sign in and must remain inside for the duration of the session. Girls and boys attending the Rec Centre must be appropriately dressed. As shoes MUST be worn in the Rec Centre, no student is allowed to leave his/her house in bare feet.

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.

GENERAL RULES

Food and Drink – There will be no food or drink permitted in the Rec 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 Rec Centre (except for organised sport or other activity organised by the school) after 3.30pm 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 of the Rec Centre, 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.

RESIDENT ASSISTANTS

Resident Assistants 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 Resident Assistants through the House Newsletter. As well, they should meet Resident Assistants when they visit their child in boarding.

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

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.

We work on a reward and sanctions system. Rewards are given for observable good conduct.

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, Head of Senior School 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, School Psychologist 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.

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 Church, 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.

ROBYNE RIDGE CENTRE (PLC SITE)

The Robyne Ridge Centre is situated on the PLC site and is a recreational centre primarily for our girl boarders. The centre contains a number of different recreational facilities including indoor and outdoor function spaces, meeting space, equipment for a variety of indoor and outdoor games, a well-equipped gym for exercise, music practice rooms, a fully functioning kitchen, television and multi-media equipment.

Year 9–12 girls wishing to use the Gym for exercise can do so in the mornings between 6.15am – 7.00am, and Year 7–12 girls can use the gym between 4.15pm – 5.15pm on Monday and Wednesday afternoons. The centre is also open on weekends between 3.00pm – 5.00pm. All students wishing to use the facility for either exercise, games, music practice, kitchen, theatre or multi-media activities must read and sign the Guidelines and Agreement form before using the equipment.

ROUTINES

Boarders have set routines to follow each day. These routines are specific to each individual boarding House. All Staff and Students are asked to be aware of these routines.

SAVED MEALS

Parents need to be re-assured that all house staff members are aware of those students who are missing a meal. 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 Saved Meal Book.

SECURITY

All houses are alarmed; all houses have panic alarms; each evening the School is patrolled by an Orange security company. Parents can be assured that the safety of your child is our major concern.

SKATEBOARDS

Boarders are allowed to have skateboards at school.

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

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

Each boarder bringing skateboards 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 Wolaroi site for boys).

Each boarder bringing skateboards 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 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 to other boarders unless the following has occurred: No boarder may use skateboards belonging to another student unless the student borrowing the skateboard has written permission to do so from his/her parents/guardian and the student lending the skateboards has written permission to do so from his/her parents/guardian.

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

There is a use of skateboards permission note on the School's website.

SPORT

Most boarders are involved in compulsory sport. Students must obtain leave from their coach (via the "yellow 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 wellbeing as well as 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 which should be locked up securely.

STUDENT DIARY

The Student Diary is issued to all students in the secondary school at the beginning of the year. The Student Diary contains the aims of the school, semester dates, the school rules and other such data. It is also used for recording homework and assignments.

Students are not supposed to graffiti their Student Diaries in any way.

House staff members are asked to sign the Student Diary at the conclusion of each prep session.

School rules are written in the Student Diary. Parents are encouraged to look at their child's diary when they are visiting or during the holidays.

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, encourage 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 10, there are leadership workshops for boys. 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 Senior 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.

Senior Boarding Prefect (Male and Female)

These are Year 12 students 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 Senior Boarding Prefects – in summary

- Are the student members of the Boarder Parents Committee
- 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

SUPPER

Each house has supper for students around 8.45pm, 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:

- Learning disabled students can be assisted by the routines of the boarding life. They can also be assisted in prep, either by the DSM, or by arrangements made through the Head of Student Academic Services.
- Parents MUST contact the Director of Boarding and the Head of Student Academic Services to prepare a viable program 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.

TELEPHONES AND FAXES

Most boarding houses have a minimum of two student phones, one for incoming calls and one for outgoing calls. The purpose of these phones is to allow all students to have easy access to their parents.

Most, or all, 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.

TRAVEL

The School, through the office of the Assistant to the Director of Boarding, 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 NSW Trainlink provided transport and must be organised quite early in the term preceding the time of travel. The School, through the Assistant to the Director of Boarding, also organises transport for Easter and the Queen's Birthday (June) Long Weekend.

Cancellation of travel, in exceptional circumstances, does not incur a charge. However, a cancellation fee of $50.00 may 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, the Assistant to the Director of Boarding sends out booking sheets. The Head of House, House Mother or Resident Assistant organises with each child to fill out these forms which are returned to the Assistant to the Director of Boarding. The Assistant to the Director of Boarding then sends out a final check list which house staff members are also asked to check and return.

Weekend Leave and other travel using NSW Trainlink: At times other than end of term travel, the Assistant to the Director of Boarding is happy to help a student organise his/her travel. The student simply needs to go to the Assistant to the Director of Boarding's office in the Wolaroi Mansion to organise this travel.

UNIFORM

See under Dress.

VISITORS

Visitors including 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 REPORT TO THE DSM BEFORE ENTERING THE HOUSE.

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

- Must be introduced to the staff member on duty on arrival.
- Can only be entertained in the area designated by the staff member on duty.
- Must see the staff member on duty 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, 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.

Visitors – Overall

In the School's Visitors 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.

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 limited facilities for boys to wash their own individual clothes. 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 some laundry facilities and clothes lines and dryers for the girls to use. Girls however, are encouraged to 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
- T shirts and jeans
- Shorts
- Warm shirts and tops
- 7 pairs of underwear
- 7 pairs of socks
- Jacket
- Joggers
- Swimming costume
- Beach towel
- Toiletries
- Sporting equipment and sports clothes
- iPod
- Camera
- Coat hangers
- Address book
- Letter writing materials
- 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. It is preferable that labels are sewn onto clothing items.

MILLER HOUSE SPECIFIC INFORMATION

WELCOME TO MILLER HOUSE

I am pleased that you will be coming to live in Miller House and hope that you will enjoy your time with us in what will become your home away from home where fond memories and friendships are forged.

Miller House is home to students from year 8 to year 12. I trust that you will enjoy living with such a diverse group of young people from a wide variety of backgrounds and localities.

We would all like to very warmly welcome you and trust that you will enjoy living in Miller House and gain a great deal from the experience during the year.

We are looking forward to meeting you at the start of first term.

Kindest regards

Haidee Priest
Head of Miller House

CONTACTING YOUR DAUGHTERS

Many of the girls have their own mobile phones. This is probably the easiest way for you to contact them. If possible, please arrange a time which is mutually convenient for you to contact your daughters. Many of them will be busy with co-curricular activities after school and do not have much free time prior to dinner and prep during the week.

Please do not ring or send SMS messages during prep (6.45 -8.45pm) as this interrupts the study of both your daughters and other students.

Even more importantly, please do not make any phone calls after 9.30pm to students in shared senior dorms or after 9.00pm in shared junior dorms.

If your daughter is experiencing an issue in the Boarding House please encourage her to speak to the staff member on duty. Phone calls from distressed or homesick daughters can be very trying for you to receive. We are always willing to assist when we can and are only a phone call away.

The girls also have ready access to computers and can, therefore, communicate easily with you via e-mail. Many girls, of course, have their own iPads and computers and can connect to the Internet through the school's Wi-Fi network.

The best way to contact me is via my mobile phone on 0409 612 972. Please leave a message on the answering service if I am unable to answer or you may send me an SMS message. The Miller House residence is **02 6360 4216**. You are also able to leave a message on the answering service of that phone.

You can also contact me via e-mail. My address is **hpriest@kws.nsw.edu.au.**

MILLER'S LIST OF OPTIONAL "I CAN'T LIVE WITHOUT MY ..." ITEMS

- Teddy bear
- Favourite pillow
- Doona
- iPod & speakers
- Favourite movies
- Washing baskets, pegs washing powder and coat hangers
- Soap, shampoo, conditioner and other toiletries
- Blu Tac, photos, posters, wall calendar
- Essential snack food items - fruit, noodles, lollies, pasta, milo, etc
- Personal computer/laptop/printer if you don't want to use the school ones
- Casual clothes and swimmers
- Personal sporting equipment
- Decorations for your room such as photos, etc
- Power board/extension lead if you have electrical equipment (Must be safety tagged)
- Mobile phone
- Alarm clock
- Padlock for cupboard door (please bring two keys, one for you and one to go to Mrs Priest in case you lose your key as often happens)
- Overnight bag
- Beach/favourite bath towel
- Books and magazines
- Sunscreen
- Microwave-safe container/jug, drink bottle, personal mug/glass, cutlery
- Permanent texta to mark all your belongings

Note: All personal items must be named

STUDENT LEAVE

Academic Leave

This type of leave means that you will miss some school time, sport, other compulsory school activity or a school activity (for example, practices or performances of the school musical) to which you have made a commitment.

To obtain Academic Leave you must:

Contact Mrs West directly on bwest@kws.nsw.edu.au and clear any commitments with sports coaches, etc.

Special Leave

The school requires specific permission from parents on each occasion your daughter requests overnight leave for any reason including leave with parents.

All leave is to be submitted through Boardingware. The website is www.boardingware.com or you can download an app for the iPad. When you start at KWS you and your parents will be emailed an invitation to sign up for Boardingware.

If I have plans to be absent from Orange on a weekend during term time when assistant house staff are on duty, the girls will be advised in sufficient time so that they can make sure that they organise permission for their weekend or overnight leave well ahead of my departure.

If overnight leave is required for any reason during the school week, please advise me as soon as possible by following the instructions above and also a phone call as sometimes I don't check the on-line leave until the Thursday evening. If such leave is likely to result in your daughter missing school time or other school commitments, it should be treated the same as special leave and academic leave needs to be requested.

Other Leave

This might include town leave, movie leave, walk leave, other day leave for various reasons or evening dinner leave (seniors only).

I am able to approve such leave directly, as are house staff on duty in some circumstances, but all leave must go through Boardingware. This can be done from your own device or through the house iPad.

Remember, if parents have any questions about leave or any other matters, we are only a phone call away.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Laundry

The School's laundry (sheets, towels, pillow slips etc) goes out on Thursday mornings and personal washing for students on both Tuesdays and Fridays. Sheet changes take place on set days for each year group and is bagged ready to be delivered to the laundry. Personal washing is returned to the house each Tuesday and Friday afternoon.

Dry cleaning

Can occur if required. Students should see Mrs Priest to organise it.

Student laundry facilities

There is a separate laundry available for the girls to use with a number of combined washer/dryer units for those girls who would prefer to do their own personal washing (and many do). Hills Hoist type clotheslines are also available. If you intend to wash your own clothes, you will need to provide laundry detergent and clothes pegs. Laundry basket and bags are also essential.

Student leave

See the Student Leave Summary for a full explanation of leave requirements but please remember the following:

- Overnight and evening leave can only be authorised by Mrs Priest. Parents and students must use Boardingware for overnight leave before the leave is taken. In an emergency leave can be emailed.
- In the event of a late request for leave, please phone Mrs Priest first so that arrangements can be put in place as soon as possible.
- Town leave and walk leave, both after-school or on weekends, can be approved by the person on duty.
- All leave must go through Boardingware and must be completed before leaving and on return from all leave.

Taxi slips

These should be used for emergencies only and provide your daughters with travel by taxi to their destination within Orange. We have a driver on duty through the week that will take your daughter to and from appointments between the hours of 8.30am and 5.30pm. If parents prefer, and if they know that their daughter

is likely to use taxis a lot, they can organise taxi charge arrangements directly with the taxi company in Orange. Their phone contact number is: 02 6362 1333.

Have I answered all your questions? If not, don't hesitate to come and see me or, in the case of parents, please ring, text, email or fax.

WEEKDAY ROUTINE

Mornings

Each weekday morning, the girls are woken between 6.45 am and 7.00am. All girls are expected to attend breakfast, which lasts from 7.00am until 7.30am (7.45am in the case of seniors) in the PLC dining room.

- All girls are also expected to make their beds each morning and leave their dormitory clean and tidy. This includes emptying bins each day.
- Girls travel by bus to the Wolaroi site each day for classes. They also return each afternoon, also by bus. Departure and return times vary according to year group and activities after school.

Evenings

- Attendance at dinner is compulsory for all students.
- Prep commences at 6.45pm for students.
- Supper takes place in the boarding house at approximately 8.45pm. After supper Year 8 and 9 students prepare for bed. Year 10, 11 and 12 may work later to complete Prep.
- Miller House common room is closed at 10.00pm each evening.
- Girls are not to use the showers in the bathrooms before 6.00am or after 10.00pm to avoid disturbing the sleep of other students. In special circumstances, of course, this requirement can be varied.
- Some "Prep pleases":
    - Please do not use mobile phones during prep
    - Please do not watch TV during prep
    - Please do not answer or make phone calls on the house phone during prep
    - Please do not visit the rooms of other students during prep
    - Please make as little noise as possible during prep
    - Please respect your fellow students' right to work quietly and purposefully during prep.

Lights Out

On week nights, we like to have Years 8 and 9 students in bed by 9.30pm and Year 10 by 10.00pm.
Year 11 students should be in bed no later than 10.30pm, earlier if possible.
Year 12 students are encouraged to monitor their own work times, but, preferably, should be in bed by 11.00pm and earlier if possible.

If parents have problems contacting daughters, please let me know and I can chase them up for you and arrange for them to talk to you.

WEEKEND ROUTINE

The Weekend Sheet is the most important document you can read as a boarder at Kinross Wolaroi School. It is essential that you read it carefully every weekend. The Weekend Sheet comes into the house on Thursday evening and is posted on the main noticeboard in the foyer. The Weekend Sheet lists all the times for EVERYTHING on the weekend, from meals to sport to all other activities.
If you read no other notice all week, make sure you read this one!

Weekend routines can vary considerably from week to week and from student to student. For example, each student must complete her sporting commitment each week, but that might fall on a weeknight or early weekday evening or even early on a weekday morning.

You must attend all meals on weekends unless you are on leave.

Sometimes there is a compulsory Saturday evening activity. Sometimes there are optional ones. The Weekend Sheet will tell you what's on.

Formal Prep takes place on Sunday mornings too. It is only for two hours and girls usually have the rest of the day free.

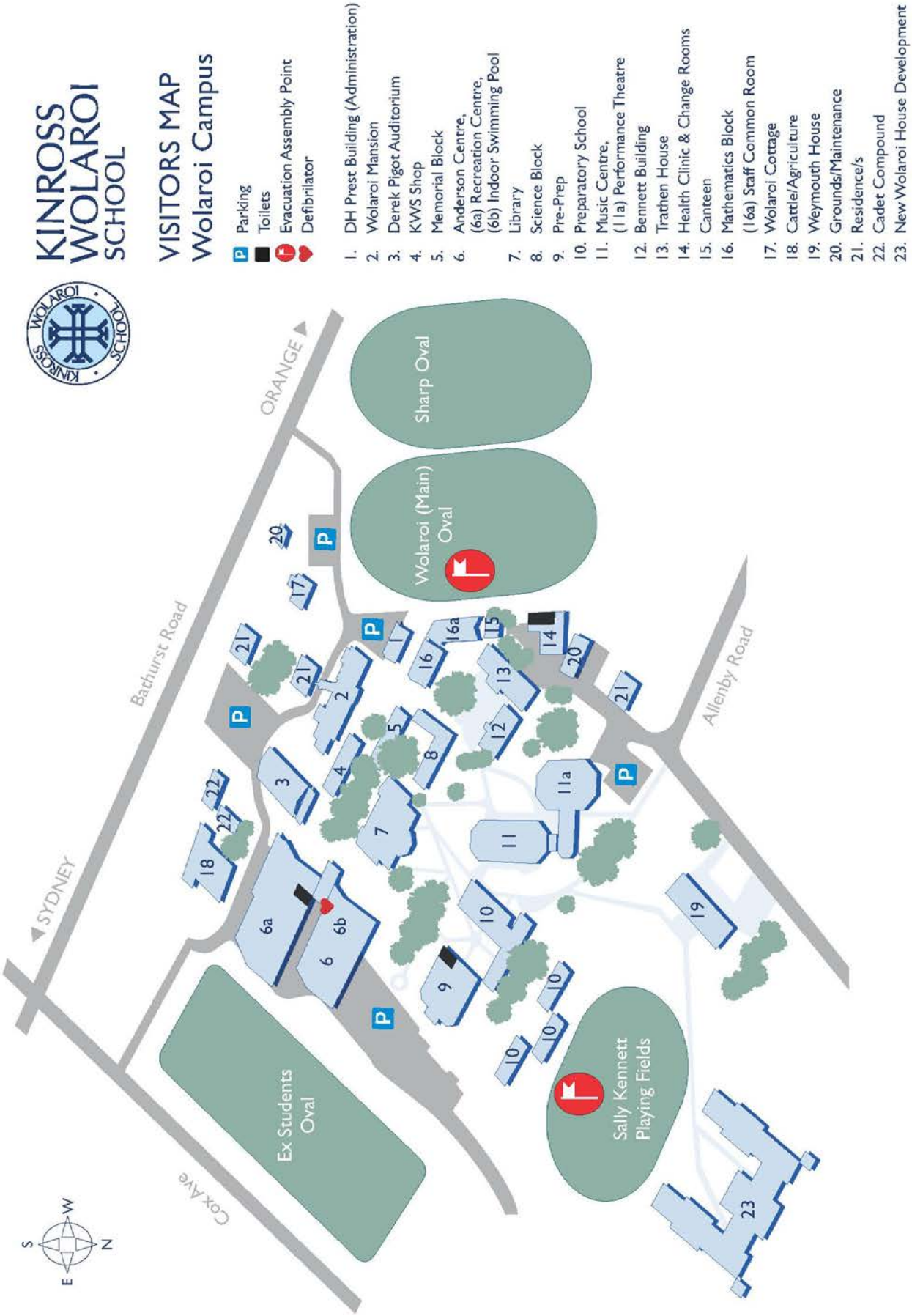
Bedtime is more flexible on Friday and Saturday nights. However, on Sundays we ask you to be in bed early so that you can get a good night's rest before the school week starts.

Weekends are for relaxing, too. A range of activities can be part of the "routine" of the weekend -- a time to rest and recuperate for the week ahead.

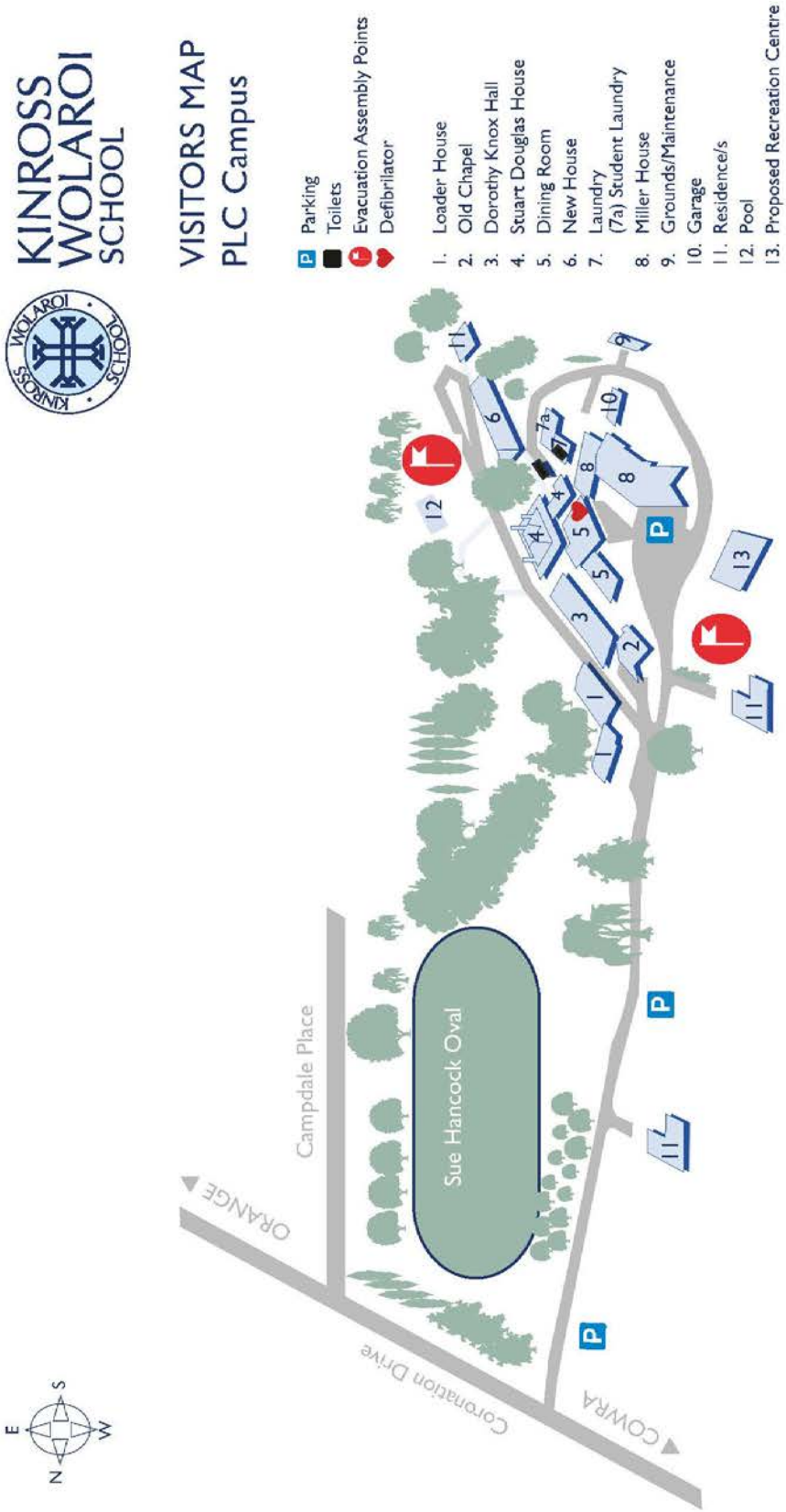
We encourage Miller House girls to come directly to Mrs Priest, or other appropriate staff, at any time if they are experiencing difficulties or have any questions about their experience in either boarding or at school. This is an important element of their personal growth as we encourage them to become independent young women.

However, where a parent has any concerns or questions, even if they appear minor, please contact me as soon as possible. We can then talk through these matters rather than have you worry about them.

KINROSS WOLAROI SCHOOL MAP (WOLAROI CAMPUS)



KINROSS WOLAROI SCHOOL MAP (PLC CAMPUS)



KINROSS WOLAROI SCHOOL

Kinross Wolaroi School

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F: 02 6392 0410

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