ALL FOR CHRIST

SCOTS ALL SAINTS COLLEGE

2026 Boarding Handbook



WELCOME TO SCOTS ALL SAINTS COLLEGE

When you join Scots All Saints College as a boarder, you join a community that is made up of individuals from a wide range of backgrounds and homes.

Each individual student who joins us has incredible potential and a range of strengths and abilities.

We desire to see each individual grow during their time at the College and develop purpose as well as courage.

We encourage individuals to think of others and their experience of community life, at least as much as they think of themselves.

Respecting and caring for all, giving as well as receiving and always being prepared to help when needed are demanding expectations.

Within the Scots All Saints College Boarding Community, we believe this approach to life and community helps to bring out the best in all of us.

As a boarder at the College, you are part of something larger than yourself. You will most likely be part of a dormitory, a House, a class, a team, a College and the city of Bathurst.

I look forward to seeing you grow as you embrace opportunities to be challenged and contribute to the boarding and wider community here.

I also hope that during your years with us you will give the gift of friendship to the people you meet and that the friendships which spring up will continue with you for a lifetime.

Mr Richard Ford

Head of College

WELCOME TO THE BOARDING COMMUNITY

Welcome to the Scots All Saints College Boarding Community. We are looking forward to the year ahead and having you part of the community.

Being part of a community inevitably bring with it the need for rules and regulations to ensure the good running of the community.

We ask all boarders to keep in mind the following principles:

- Everyone has the right to feel safe all of the time; and
- Everyone can talk to someone about anything no matter how awful or small.

Our boarding rules and expectations apply throughout the year and will be updated from time to time.

Information has been set out in alphabetical order and students will be asked to sign at the start of the year to confirm they are familiar with the information that follows and they agree to abide by what is set out.

Welcome once again to the Boarding Community at Scots All Saints College.

The Boarding Staff Leadership Team

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A

ACADEMIC SUPPORT

Each student who attends the College must seek their personal best within the academic program.

Some key aspects to academic success are regular study and good organisation.

To support students with their growth as learners, boarders are required to engage in Prep (short for 'Preparation'). Students are also able to access support through the Senior School Homework Centre.

Homework Centre

Homework Centre is available to boarders Monday to Thursday 3:30pm – 4:30pm. Teachers are available to provide individual support to students with their homework during this time.

Boarders who receive "Rarely" in their Semester Report for aspects of their Learning Behaviour, particularly the descriptor "Submits homework and assignments", may be required to attend Homework Centre in addition to Prep for a specified period of time.

The Homework Centre operates from the Senior School Library which includes an extensive catalogue available to Senior School students.

Prep

Prep is quiet study time to prepare for the coming day's schoolwork (e.g. additional background reading), complete assigned homework tasks, revise learning or read novels.

All students attend Prep sessions. These sessions occur throughout the week.

Year 7-9 complete Prep in the examination room in the Examination Centre under direct supervision of Boarding staff.

Year 10-12 complete homework in their boarding houses where boarding staff are present. Prep is completed in both open areas of the house and in bedrooms. The location of Prep for individual students is determined by boarding staff and informed both by a boarder's work habits in semester reports along with other relevant information.

There are five compulsory prep nights (Sunday to Thursday).

Boarders must be ready and prepared to start Prep at the scheduled times.

Boarders are responsible for ensuring their conduct during Prep is conductive to learning

For the entire duration of Prep boarders must:

- Work quietly at their desk
- Have the door or curtain open if in their own room
- Read a book or novel if all work is complete
- Seek staff permission if they need to leave their desk
- Not use mobile phones unless staff have given approval
- Not play games or watch videos on their devices during Prep (with the exception of viewing which has explicitly been set for homework by a teacher)

During First Prep all work is to be completely silent. During Second Prep, with staff permission, group projects may be completed, speeches practiced etc.

Parents are asked not to phone their child during Prep time to allow students to make use of the full sessions.

Houses	Monday – Thursday	Sunday	Devices
7-9 (Galloway and Bulkeley)	Prep 1 - 6:20pm – 7:00pm Break – 7:00pm – 7:05pm Prep 2 - 7:05pm – 7:45pm	6:20pm – 7:10pm	Laptops only to be used if screen is facing staff member Mobile use not permitted
10-12 (Ives and Thompson)	Prep 1 - 6:20pm – 7:10pm Break – Relax, music practice, read, supper, attend to further study Prep 2 – 8:00pm – 8:50pm (or later if required)	6:20pm – 7:30pm	Mobile use not permitted and left in Tech Cupboard

ACCESS TO SCHOOL FACILITIES

Boarders have access to a variety of College facilities at designated times and in line with following expectations. Further information about the use of facilities can be obtained from the Boarding Leadership Team.

The following facilities can be accessed by boarders in pairs or larger groups provided they have permission from boarding staff to leave their House and go to the following facilities during daylight hours:

- Sporting ovals and fields
- Cricket nets
- Tennis courts
- Basketball courts
- Netball courts
- The Equestrian Centre
- The Agriculture Centre

The following facilities can only be used in groups when supervision is provided by a boarding staff member:

- Swimming Pool
- Sports Centre
- Pavilion Common Area

Golf is not to be played on any part of the College grounds.

Library

The Senior School Library is open for use each day from 8:30am to 4:30pm.

Strength and Conditioning Gym

Boarders utilise the Strength and Conditioning gym on a regular basis. Schedule hours are displayed on the door to the facility which usually opens of a morning from 6:30am and of an afternoon from 3:30pm.

Morning or Afternoon Campus Runs or Walks

Boarders may go for morning or afternoon runs or walks abiding by the following expectations:

Mornings:

- Communicate plans to run or walk to boarding staff the night before.
- Only leave the Boarding House after 6:30am.

- Let boarding staff know when you return from your exercise.

Afternoons:

- Communicate plans to run or walk to boarding staff on duty and let them know when you are leaving the Boarding House.
- Return to the Boarding House by 5:30pm to prepare for dinner and let boarding staff know when you return.

General:

- Students are to take a charged mobile phone with them on their run.
- Students in Year 7 to Year 9 are to be in pairs or larger groups.
- Students are to stay off Senior School roadways unless it is full light.
- Students are to be gone for no longer than 45 minutes in Years 7 to Year 9 and 60 minutes in Years 10 to Year 12.

ACTIVITIES

Boarders are able to participate in a number of activities throughout the year. Most of these activities are provided on a Saturday night or Sunday as each weekday afternoon there are a number of scheduled College co-curricular activities and most boarders have a sport commitment on a Saturday.

Local weekend activities may include local trips to ten pin bowling, Bathurst events, the cinema, the golf driving range, lawn bowls, shopping and sport events, etc. Outings that are outside of Bathurst could include activities such as bush walking, go-karting, sports matches, water activities etc. Activities which attract a fee of more than $30 will be notified to parents in advance. Activities are charged to your College account at an additional cost. Generally, activities within Bathurst may be compulsory whereas activities outside of Bathurst are normally optional. If parents find their child is participating in so many activities that the cost is becoming a burden, please contact the relevant Head of House and the College will work with you to help moderate the activities to which your child commits.

Other social activities throughout the year include House Dinners, Themed Dinners, Boarder Barbeques, Christmas Dinner and Trivia Nights. Periodically, boarders may also be required to participate in social activities that are designed to get everyone outdoors.

Boarders need to have signed up to weekend activities by Wednesday evening if they are to participate. Once admitted into a weekend activity, boarders are expected to attend the event unless they liaise directly with relevant Boarding staff in good time to make alterations. Boarders who sign up for an event but do not show up without good reason are charged for the activity.

It is important that boarders wishing to participate in weekend activities have discussed leave arrangements and other commitments they may have on the weekend with their parents/guardians prior to Wednesday night of each week to alleviate problems with changes to sign-ups after activities have been booked.

AIMS

Our aim is to create a community which nurtures the holistic development of all boarders in ways which align with the College's Mission and Values.

We do this by seeking to:

- Teach boarders how to live with others respectfully and safely;
- Encourage boarders to care for one another and be responsible for their learning and actions;
- Provide ways for students to contribute to their immediate and wider community; and
- Get to know boarders and their parents.

ALLOWANCES AND BURSARIES (State and Federal)

The Living Away from Home Allowance (LAFHA) – Year 11 and 12 Students Only

Provides financial assistance to eligible NSW families who must board their children away from home to access education. Apply here.

Commonwealth Assistance for Isolated Children (AIC)

A group of payments for parents or guardians of children who can't go to a local state school. This could be because of geographical isolation, disability or special needs. More information is available here.

Youth Allowance (YA)

At 16 a student may switch from AIC to YA, if their circumstances are such that they would receive more from YA. More information is available here.

NSW School Student Travel

Eligible boarding school students can apply for free daily or weekend/vacation travel on NSW TrainLink train and coach services for visits to and from home.

Apply for a Boarder Rail pass here.

Apply for Long Distance Coach Travel Subsidy here.

NSW School Drive Subsidy

The School Drive Subsidy is available in areas with limited or no public transport. The subsidy partly offsets the cost of using a private vehicle to drive the eligible student all or part of the way to school. More information is available here.

Bush Children's Education Foundation (BCEF)

BCEF bursaries are structured to bridge the gap between the cost of rural boarding and funding received through NSW and Commonwealth Government allowances. Applications are to be submitted in February each year. More information is available here.

AWARDS

During the course of 2026, we will be introducing a Boarder of the Week award which will go to one stand-out boarder from Year 7 to Year 9 and one from Year 10 to Year 12. Boarding students and staff will be asked to nominate boarders who they have observed to be living the College Values and being a model boarder. Each awardee will contribute points to an overall House point tally and each nomination also contributes points to the overall House point tally. This new system will be discussed further with boarders during Term 1 prior to its introduction.

B

BICYCLES AND SCOOTERS

Bicycles and Scooters are permitted at the College. E-scooters and e-boards are not permitted on campus at all.

Unsafe use of bicycles or scooters may result in the item being confiscated for a period of time or parents being asked to remove the item from the College grounds indefinitely.

Students are only to ride on College grounds and in daylight hours. Bicycles are not to be ridden down stairs or inside buildings.

Road rules around the College must be obeyed and protective headwear worn whenever riding.

Students are responsible for any bicycles or scooters brought to campus. The College takes no responsibility for the maintenance or security of bicycles and scooters. Students should bring with them a locking device to provide some security and check if their items are covered by insurance.

BOARDING PRECINCT

Boarding Houses at Scots All Saints College are all located at the western end of the Senior School Campus around the main oval with two of the Houses also overlooking the College's Equestrian Centre.

There are four separate Boarding Houses:

- Bulkeley House (Year 7-9 Boys)
- Galloway House (Year 7-9 Girls)
- Ives House (Year 10-12 Girls)
- Thompson House (Year 10-12 Boys)

Students have meals together in the Dining Hall and utilise the services of the Health and Wellbeing Centre.

BOARDING STAFF

The Head of Boys Boarding and Head of Girls Boarding are responsible for overseeing the successful functioning of the entire Boarding community. These roles are not directly focused on one particular house, but rather an umbrella over the whole Boarding operation which includes students, staff, facilities and the day-to-day management of the Houses. The relevant

Head of Boys or Head of Girls Boarding is a member of the teaching staff and a member of the College's Management Team.

Heads of House are responsible for the welfare of the boarders in their care in their house. This involves the efficient day-to-day running of the House and includes the establishment of rules and routines that are consistent with school rules and practices across all Houses. The Head of House are responsible for the immediate needs of each student and are therefore the first point of contact for any questions or concerns.

Residential Assistants within Boarding assist with the day-to-day operation of the House through rostered supervision. These staff undertake a number of tasks while on duty such as wakeup, uniform checks, room tidiness checks, supervising meals, delivering necessary medication and monitoring daily duties. They ensure boarders work diligently and conscientiously during Prep and provide academic support where needed. These staff have diverse skills, interests and expertise and yet they have in common a desire to positively influence the lives of boarders.

Other Staff involved in the Boarding Community include the:

- **Head of Senior School** who is responsible for managing and coordination of programs, policies, and actions to support a culture of quality teaching and learning and the delivery of pastoral care at the Senior School;
- **College Psychologists**, **College Nurses** and the **College Chaplain** who are available for the support of boarders; and
- **Catering contractors, cleaning staff and laundry staff** who are often up early each day to support the function of the Boarding Community.
- **Head of College and Deputy Head of College**

Contact details

Role and Staff Member	Email and Mobile
Assistant Head of Senior School (Boarding) - Mr Fraser Bolton	Fraser.Bolton@scotsallsaints.nsw.edu.au 0419 479 269
Head of Galloway House - Mrs Naomi Woodall	Naomi.Woodall@scotsallsaints.nsw.edu.au 0425 291 137
Head of Ives House - Mrs Ann Maree Adamson	AnnMaree.Adamson@scotsallsaints.nsw.edu.au 0491 222 132
Head of Bulkeley House - Ms Amy Constant	Amy.Constant@scotsallsaints.nsw.edu.au 0407 946 751
Head of Thompson House - Mr Kieran Osborn	Kieran.Osborn@scotsallsaints.nsw.edu.au 0487 015 767

Each Boarding House also has a Duty Mobile which is carried by the staff member who responsible at that moment for supervising students in each Boarding House. Number for these mobiles are listed below.

Boarding House	Duty Mobile Number
Galloway House (Girls 7-9)	0407 408 255
Ives House (Girls 10-12)	0423 239 949
Bulkeley House (Boys 7-9)	0487 078 954
Thompson House (Boys 10-12)	0438 917 981

BOARDING HOUSE ROUTINES

Benefits of Routine

Boarders are at a stage of life where they are seeking independence while still needing guidance and firm boundaries. The structured routine at boarding provides:

- **A Sense of Security and Predictability -** Clear boundaries around study, socialisation and sleep, help students feel safe and supported. When expectations are predictable, it reduces uncertainty and fosters a sense of stability.
- **Protection From Overstimulation:** Without structure, students may fall into habits that increase stress, such as excessive screen time or last-minute studying. By limiting late-night phone use and study hours, we are creating healthier habits that balance work and rest.
- **Guidance in Self-Regulation:** The gradual shifting of bedtime and study expectations as students' progress through year levels reflects their growing independence. By Year 12, students have more autonomy, mirroring the independence they will need beyond school.

Research Informing Routines

Research suggests that:

- Teenagers need an average of 8-10 hours of sleep for optimal physical, emotional, and intellectual development.
- Sleep deprivation negatively impacts memory, concentration, emotional control, motivation and the ability to get along with others.
- Late-night activities that excite their senses (e.g. computer games, action movie etc.) often prevent teenagers from getting enough rest.
- Practical tips for better sleep include having a consistent bedtime, avoiding screen time at least an hour before bed and managing schedules to allow adequate rest.
- Reduction in blue light exposure before bed supports better sleep habits.
- If waking up later on the weekend, wake up no more than two hours later than the time when they normally rise on a weekday to avoid disrupting the teenage body clock and making it even harder to wake on time on Monday morning.
- Eating three regular meals a day with some snacks helps teenagers meet their nutritional needs. Skipping meals means missing out on vitamins, minerals and carbohydrates, which can leave teenagers lacking energy or finding it hard to concentrate.
- Breakfast is the most important meal of the day. It can help with memory and concentration at school and give you energy to study and play. Regular breakfast eaters tend to be healthier than those who skip breakfast.
- Reading 20 minutes a day significantly improves brain development, vocabulary and empathy. Reading before bed also helps with body relaxation and stress reduction which supports a good night's sleep.

Our routines have been developed with this research in mind and in consultation with our College Health and Wellbeing Team.

YEAR 7 – YEAR 9 WEEKDAY ROUTINE (MONDAY TO FRIDAY) *Most days will look like this although from time-to-time schedules will change.*			
Time	**Year 7**	**Year 8**	**Year 9**
6:30am	On-campus exercise in pairs or groups (optional) and overnight alarm turned off		
7:00am	Rise and Shine		
7:15am	Room Check (Bulkeley)		
7:25am	Tech Cupboard Opens (can only access mobile phones once in school uniform and leaving Boarding House for Breakfast in Dining Hall)		
7:30am	Breakfast in Dining Hall (arrive by 7:45am)		
8:10am	Clean Teeth and Get Ready		
8:15am	Room Check (Galloway)		
8:20am	Mobiles in Tech Cupboard and Morning Jobs		
8:35am	Vacate Boarding House prior to it being locked		
8:55am	Classes commence		
11:10am	Collect takeaway Morning Tea from Dining Hall		
1:05pm	Lunch seated in Dining Hall then out to playground after eating		
3:20pm	Classes end and collect Afternoon Tea from Dining Hall		
3:35pm	Co-curricular Activities, Homework Centre, On-Campus Exercise as applicable		
4:00pm	Tech Cupboard Opens		
5:40pm	Vacate Boarding House prior to it being locked		
5:45pm	Dinner in Dining Hall		
6:20pm	Prep 1 (except Friday where there is Recreation Time or Bus to Youth Group at BPC)		
7:00pm	Break		
7:05pm	Prep 2 (except Monday when there is a House Meeting at 7:20pm and Friday when there is Recreation Time)		
7:45pm	Recreation Time, Extra Homework, Supper		
8:10pm	House Jobs and Kitchen Closed		
8:15pm	Tech Hand In, Showers, Clean Teeth	Quiet Recreation Time in Common Room or Reading in Dorm	Quiet Recreation Time in Common Room or Reading in Dorm
8:30pm	Tidy Rooms and Prepare for Next Day	Tech Hand In, Showers, Clean Teeth	Quiet Recreation Time in Common Room or Reading in Dorm
8:45pm	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading	Tidy Rooms and Prepare for Next Day	Tech Hand In, Showers, Clean Teeth Common Room Locked
9:00pm	Dorm lights out Hall lights out Sleep	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading	Tidy Rooms and Prepare for Next Day
9:15pm		Dorm lights Hall lights Out Sleep	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading
9:30pm	Sleep	Sleep	All lights out Sleep

YEAR 7 – YEAR 9 WEEKEND ROUTINE (SATURDAY AND SUNDAY) *Subject to change depending on sport and activity schedule.*		
Time	**Saturday**	**Sunday**
7:30am – 9:00am	Wake, Shower, Prepare for Sport, Breakfast in Boarding House	Wake, Shower, Breakfast in Boarding House
7:45am	Term 2 and 3 - Local sport bus departs every hour at 45 minutes past the hour Note: Buses for away sport may depart earlier	
9:00am		Tech Cupboard Opens
10:00am – 11:30am?		On Campus Weekend Activity (All In)
12:30pm – 1:30pm	Lunch in Dining Hall	Lunch in Dining Hall
1:00pm		Weekend Town Leave - Bus Departs Main Driveway (Optional)
3:00pm	Recreation Time, On-Campus Exercise, Reading Co-curricular Activities, On-Campus Exercise as applicable	
5:40pm	Boarding house locked	Bus Departs for Night Church at BPC (Optional)
5:45pm	Term 1 and 4 – BBQ at Pavillion Term 2 and 3 - Dinner in Dining Hall	Dinner in Dining Hall
6:15pm	Weekend Activity or Recreation Time	Recreation Time
7:00pm		Prep
7:50pm		Supper
8:15pm		Kitchen Closes, House Jobs, Common Room Closes Normal Weeknight Bed Routine
8:30pm	Supper	
9:00pm	Tech Hand In (phone and laptop)	
9:15pm	Kitchen Closes	
9:45pm	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading Common Room Locked	
10:00pm	All Dorm lights out All Hall lights out	

YEAR 10 – YEAR 12 WEEKDAY ROUTINE (MONDAY TO FRIDAY) *Most days will look like this although from time-to-time schedules will change.*			
Time	**Year 10**	**Year 11**	**Year 12**
6:30am	On-campus exercise in pairs or groups (optional) and overnight alarm turned off		
7:00am	Rise and Shine		
7:25am	Tech Cupboard Opens (can only access mobile phones once in school uniform and leaving Boarding House for Breakfast in Dining Hall)		
7:30am	Breakfast in Dining Hall (arrive by 7:45am)		
8:10am	Clean Teeth and Get Ready		
8:15am	Room Check		
8:20am	Morning Jobs		
8:35am	Vacate Boarding House prior to it being locked		
8:55am	Classes commence		
11:10am	Collect takeaway Morning Tea from Dining Hall		
1:05pm	Lunch seated in Dining Hall then out to playground after eating		
3:20pm	Classes end and collect Afternoon Tea from Dining Hall		
3:35pm	Co-curricular Activities, Homework Centre, On-Campus Exercise as applicable		
5:40pm	Vacate Boarding House prior to it being locked		
5:45pm	Dinner in Dining Hall		
6:20pm	Prep 1 (except Friday where there is Recreation Time or Bus to Youth Group at BPC)		
7:10pm	Break		
8:00pm	Prep 2 (Monday will also include a House Meeting and Friday when there is Recreation Time)		
8:50pm	Extra Homework, Recreation Time, and Supper		
9:05pm	House Jobs and Kitchen Closed		
9:15pm	Tech Hand In, Showers, Clean Teeth	Quiet Recreation Time in Common Room or Reading in Dorm	Quiet Recreation Time in Common Room or Reading in Dorm
9:30pm	Tidy Rooms and Prepare for Next Day	Tech Hand In, Showers, Clean Teeth	Quiet Recreation Time in Common Room or Reading in Dorm
9:45pm	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading	Tidy Rooms and Prepare for Next Day	Showers, Clean Teeth Common Rooms Locked
10:00pm	Dorm lights out Hall lights out Sleep	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading	Tidy Rooms and Prepare for Next Day
10:15pm	Sleep	Dorm lights out Hall lights Out Sleep	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading
10:30pm	Sleep	Sleep	Dorm lights out All lights out Sleep

Note: Each house has a weekly House Meeting to communicate relevant information. This usually occurs on either a Sunday night or Monday night.

YEAR 10 – YEAR 12 WEEKEND ROUTINE (SATURDAY AND SUNDAY) *Subject to change depending on sport and activity schedule.*		
Time	**Saturday**	**Sunday**
7:30am – 9:00am	Wake, Shower, Prepare for Sport, Breakfast in Boarding House	Wake, Shower, Breakfast in Boarding House
7:45am	Term 2 and 3 - Local sport bus departs every hour at 45 minutes past the hour Note: Buses for away sport may depart earlier	
9:00am		Tech Cupboard Opens
10:00am – 11:30am		On Campus Weekend Activity (Optional) / Town Leave (Optional)
12:30pm – 1:30pm	Lunch in Dining Hall	Lunch in Dining Hall
1:00pm		Town Leave - Bus Departs Main Driveway (Optional)
3:00pm	Recreation Time, On-Campus Exercise, Reading Co-curricular Activities, On-Campus Exercise as applicable	
5:40pm	Boarding house locked	Bus Departs for Night Church at BPC (Optional)
5:45pm	Term 1 and 4 – BBQ at Pavillion Term 2 and 3 - Dinner in Dining Hall	Dinner in Dining Hall
6:30pm	Weekend Activity or Recreation Time	Recreation Time
7:30pm		Prep
8:40pm	Supper	Supper
9:00pm		House Jobs and Kitchen Closes Monday – Friday Bedtime Routine
10:00pm	Tech Hand In, House Jobs and Kitchen Closes	
10:15pm	Common Room Closes Shower and Tidy Room	
10:30pm	In Bed, Quiet time, Dorm Lights Out, Personal Lights Only for Reading. Common Room locked.	
11:00pm	All Dorm lights out All Hall lights out	

BREAKAGES AND DAMAGE

Boarders are asked to exercise reasonable care when using Boarding House equipment and furniture.

All breakages must be reported to the staff on duty. For all wilful damage caused by irregular activity (e.g inside ball activities, abuse of recreational equipment etc.) boarders will be held responsible and charges may be made to a parent's account.

At the end of each term an inspection will take place of Boarding Houses and the cost of any wilful damage will be charged to the parent.

Any maintenance requirements need to be reported immediately so they can be attended to as soon as possible.

C

CALENDAR

The College calendar is provided to all families at the beginning of each academic year. The calendar provides information on important College events and activities for the entire academic year including parent/teacher interviews, examination periods, College functions, student activities and camps.

The calendar can be located on the Parent Portal on the College website. Weekly updates are notified through the College newsletter, *The Roar*, which is emailed out to parents each week and also found on the College website.

A hard copy of the calendar is provided during Week 1 of Term 1 to the oldest child in each family.

CHURCH, YOUTH GROUP AND BIBLE STUDY

The College has a close partnership with Bathurst Presbyterian Church (BPC) and boarders are encouraged to consider attending the following gatherings during the course of the week:

- Bx Youth Group (Bathurst Presbyterian Church) - Friday evenings from 7-9pm
- Night Church ((Bathurst Presbyterian Church) - Sundays evenings from 6-7pm
- Youth Bible Study (Scots All Saints College Senior School – Year 12 Common Room) – Wednesday evenings from 7pm

Bathurst is home to many other churches which students are also welcome to join.

CO-CURRICULAR INVOLVEMENT

Boarders are expected to make the most of co-curricular activities available to them at the College.

Sport

All boarders are encouraged to participate in College sport. Boarders are supported in attending their College sporting commitments on weekends through our Boarder Transport system.

Boarders must sign up to weekend transport by 5pm on a Wednesday. Boarders can also access Day School families to be escorted to sport. These details must be included in their Reach sports leave pass.

See the College website for the current Summer and Winter sport options.

See *The Roar* for game times and the weekly sports draw.

Equestrian Team, Cattle Team and Sheep Team

The College offers an excellent agricultural program which is well supported by many boarders. Attendance at training sessions and scheduled events is a requirement of each program.

See the College website for more information about these teams and for more information about the opportunity available to full time boarders to agist a horse at the College.

Rural Fire Service Cadet Brigade

Students in Year 8 and above can apply to join our Rural Fire Service Cadet Brigade. Regular training is held on campus on Wednesdays from 3:30pm to 5:00pm throughout the school year. Attendance at training sessions and scheduled events is a requirement. Cadets have the opportunity to participate in a range of RFS operational support and community events, as well as competing in firefighting championships up to the national level.

Music Ensembles, Musicals and Pipes and Drums

Boarders are encouraged to get involved in the extensive Arts program at the College. Individual lessons or participation in various groups can be organised by contacting the Heads of The Arts Academy or Pipe Band Coordinator.

Other Co-curricular Activities

Each semester families receive sign up information about the activities running over the coming terms. There are a variety of clubs which teachers offer for part of the year. Information about these opportunities is sent out at the start of each year for students to register their interest.

CONDUCT EXPECTATIONS AND CONSEQUENCES

A Collective Desire for the Boarding Community

Our desire is that all boarders experience a Boarding Community where there is:

- Safety and security
- Respectful relationships
- Care and support
- Growth and challenge
- Consistent and healthy routine
- Development of self-discipline and self-care
- Responsible use of property and technology
- Privacy in bedrooms and bathrooms
- Service of others and community contribution

A Collective Duty to the Boarding Community

In turn, to help create and sustain this experience, all boarders are given a duty to enhance:

Safety and security

- Prioritise and enable the safety and security of everyone in the boarding community (in the house, on campus, in all activities and online) by your decisions and actions, to not do anything which may threaten or cause danger to yourself or others.
- Remain inside the College grounds at all times and inside the Boarding House after curfew each evening unless approved leave has been granted.
- Fulfil all expectations and requirements outlined in the Boarding Handbook, Senior School Handbook and College Rules at all times, including while on leave and excursions, promptly reporting any dangerous situation or concerns to staff.

Respectful relationships

- Treat boarders and staff with respect and politeness, always abstaining from aggressive, threatening or unkind behaviour or language, including swear words
- Willingly follow reasonable expectations and instructions of staff.
- Live the College Values (Hope, Truth, Compassion and Respect) in daily actions.

Care and support

- Interact with boarders and staff in a caring, considerate and cooperative manner.
- Support boarders and staff to achieve their goals.
- Use your voice to speak up for others.

Growth and Challenge

- Engage in academic and co-curricular opportunities with sustained effort and involvement throughout the year.
- Help create a quiet and calm atmosphere where you and other boarders can concentrate on achieving academic personal bests.

- Complete all set homework and assessment tasks to the best of your ability and in a timely manner.

Consistent and Healthy Routine

- Adhere to College and Boarding Community routines.
- Be present and prompt to arrive at all meals and house meetings, contributing to these community occasions with good manners, grace and dignity
- Abstain from engaging in behaviours not supportive of your health or reflective of College expectations (e.g. vaping, smoking, drug use, alcohol consumption – See section on Illicit and Illegal Drugs in Senior School Handbook) including not leaving medication in bedrooms, bathrooms or sharing medication with other people.

Development of self-discipline and self-care

- Take care of your own belongings, keeping them labelled, and your bedroom, keeping this neat and tidy.
- Show pride in your appearance by demonstrating the required standards of dress and presentation.
- Complete boarding Jobs on time and with care

Responsible use of property and technology

- Take proper care of the College's property (keeping it neat, mess free and not stealing, damaging or destroying property), and the property of other people, returning all found property that is not yours.
- Only wear footwear that have studs, spikes or mud outside buildings.
- Use technology in a manner that is safe, respectful, lawful and in keeping with the College's Acceptable Use of Technology expectations (see Senior School Handbook and further information in this Handbook under "IT".)

Privacy in bedrooms and bathrooms

- Knock and wait for a response before entering someone's bedroom, a shower cubicle, toilet cubicle or individual ensuite
- Refrain from going through or taking the personal belongings of another person without their permission
- Never use a camera of any type within a bathroom or in another person's bedroom

Service of others and community contribution

- Help people in need within the boarding community, College community and wider community.
- Engage actively and contribute positively to College co-curricular activities, House activities and the wider College
- Act in a way that reflects well on the College, both within the Boarding House and in all external settings.

In fulfilling the Duties of Scots All Saints College Boaders', you:

- Honour the commitment your parents and carers have made to your education
- Make the most of the opportunities provided

- Create and sustain a boarding environment of which you can be proud to be a part.

Consequences for Breaches of Expectations

The Scots All Saints College Boarding Houses are more than a place to live, they are a community where every boarder shares the responsibility for creating a safe, respectful, and supportive environment. Boarders must uphold standards that protect not only themselves but also their peers, the Boarding Community and the College.

Not adhering to College Rules and expectations as well as Boarder Duties and expectations may result in disciplinary action which could include warnings, loss of privileges, or other consequences deemed appropriate by the College including suspension or expulsion. Disciplinary matters will be managed in line with College policies and procedures including the Student Discipline Policy and Procedure as well as information in this Handbook and the Senior School Handbook.

College boarders are expected to be honest, to act in accordance with the laws of the country, and to apply common sense to all aspects of their behaviour. Students who are not honest during investigations into poor behaviour should expect this to be a significant additional concern. Students are expected to take action to prevent or report breaches of discipline.

Students are generally expected to accept the consequences of their actions and to look for ways to make things right that go beyond any consequences they may receive. Part of seeking to make things right could involve apologising to someone, who has been hurt or been let down. A concerted effort to go above and beyond helping others and contributing positively to the community is another way in which students can express a desire to do better in the future.

Boarding House Consequences which could be given could come from the following list. The list is not exhaustive. Staff may determine what combination of consequences or other sanctions to be appropriate.

Warning

Involves: A verbal warning to the student and recording the conduct on REACH.

Given for: One-off very minor breach. Three or more warnings in a fortnight may result in the Head of House instituting a further consequence to address the accumulation of warnings.

House Jobs

Involves: Doing jobs additional normal rostered jobs. This could include picking up rubbish (gloves and litter picker are available for use), sweeping inside or outside, vacuuming shared spaces, weeding garden beds or lawns (gloves available), tidying and cleaning shared spaces (e.g. dining room, common room etc.), Duration will vary depending on the breach and is commonly for a period of either 15 minutes, 45 minutes or 1.5 hours and could be a one-off or for a week.

Given for: Untidiness, not being punctual, low-level rudeness, leaving litter, books and belongings in public places; balls inside; use of swear word; bad manners or causing unreasonable mess during meals; misuse of boarding house property; breach of hands off.

Period of Confiscation

Involves: Confiscation of offending item.

The period and terms of confiscation must be clearly spelt out, and the article must be kept in a secure place (or be sent home). Nothing may be permanently confiscated except for offensive weapons, fireworks, alcohol, cigarettes or anything else not allowed within the College or the Boarding Community. Duration will vary and is commonly for a period of an hour, the evening, the, a few days or a week. The period of confiscation could extend also extend to the end of the term.

Given for: Inappropriate or untimely use of laptop, mobile, or other electronic devices; lateness; talking back to staff; wrong uniform etc.

Early to bed

Involves: Being in bed at an earlier time than usual.

Given for: Generally rough, antisocial or bad-mannered behaviour, especially during the evening.

Special Prep

Involves: For one or more evenings doing Prep in a different location to normal (e.g. in shared space if the norm is a bedroom) or for longer than normal.

Given for: Any Academic infringement, general lack of academic effort, or not meeting expectation of boarders during Prep.

Early Report

Involves: Reporting to staff member on duty in full College uniform at 7am and completing 30 minutes silent work before breakfast.

Given for: Late to be quiet of evening; late to be in bedroom of an evening; late to have lights out of evening.

House Detention

Involves: Silent work for one to two hours on an afternoon or weekend.

Given for: Cumulative work problems due to some form of neglect; a serious House offence; an accumulation of low-level breaches.

Loss of Privileges

Involves: Restrictions on leave, movement within the Boarding House or College, access to technology, involvement in activities or other privileges

Given for: Not following leave procedures, technology use expectations, general misconduct

Recompense

Involves: Reimbursing an individual or the College for the cost of damage done.

Given for: Damage to property.

House Gating

Involves: Restricting a boarder's privileges, particularly their ability to leave the boarding house at particular times or participate in activities for up to a week. The student is required to report to a member of the House team at periodic intervals decided by the Head of House. The Head of House will inform the student's parents and provide the boarder with a Gating Sheeting which will need to be signed by staff at set intervals.

Given for: Persistent failure to respect House routines and expectations; moderate behavioural issues or breaches or duties and expectations; lack of punctuality, insolence, disobedience, signing out offence, late return to the House, failure to attend a House Detention or abide by Loss of Privileges; receiving three House Detentions in a term. Students who break their 'gating order' may be suspended or expelled.

College Gating

Involves: This operates in a similar way to a House Gating although may last longer than a week and involves additional restrictions such as forfeiting representation of the College in an activity.

Given for: Serious or persistent breaches of rules signalling the need for significant behavioural improvement. Students who break their 'gating order' may be suspended or expelled.

Temporary Exclusion

Involves: Asking a student to stay at home for a period of time.

Given for: Allowing staff to have some time to investigate and incident or consider appropriate disciplinary action.

Suspension

Involves: A boarder being collected by a parent or authorised guardian as soon as possible. The need for this will be discussed by the Relevant Head of Boys or Head of Girls Boarding or Head of Senior School with parents and carers. Written notice of the suspension will also be provided.

Given for: Unacceptable behaviour which could include the following: refusing to participate in programs, routines or activities; behaviour that disrupts or affects the learning, wellbeing and overall environment of other boarders; actions likely to be detrimental to the health, safety or welfare of staff or other students, behaviour that causes or is likely to cause damage; behaviour that is likely to bring the College into disrepute; rudeness (including arguing, shouting, ignoring a staff member when they are speaking to you, using profanities, insulting others, laughing at or belittling someone); security breach in boarding; and contravening the Information Technology Usage Policy as set out in this handbook or the Senior School Handbook.

Expulsion

Involves: A boarder being asked to leave the College.

Given for: Serious behaviour violations. This could include breaches such as violence, theft, substance use, pranks that harm others or property. It could also occur as a result of an accumulation of behavioural breaches.

House Expectations of Boarders

Rooms

- Rooms should be tidy by "lights out" and must be completely tidy and ready for room inspection by 8:15am each weekday morning
- Place dirty clothing into laundry bags
- Hang clothes and organise footwear neatly
- Make your bed each morning
- Clear floor before bed and each morning
- Keep a tidy desk with books and school papers organised neatly
- Open window blinds in the morning and lower in the evening
- Store food in airtight containers
- Respect other people's rooms - this is their personal space so seek permission before entering
- Do not move, borrow or use other people's belongings without permission.
- Change linen and towel weekly

Showering

- Boaders must shower at least daily but may take showers twice each day
- Showering may occur either before breakfast, before dinner or before bed
- No showers are to be taken before 6:30am or during Prep time
- Boarders are to be sensible in the showers and not deny others hot water or access through their own overuse
- When moving to and from the showers boarders are to wear either pyjamas, a dressing gown or enough clothing to cover standard underwear

Throughout the Day

- Do not return to the Boarding House between 8:30am– 3:20pm on school days.
- Keep to the routines relevant to your House and year group.
- Following the correct sign in/out and leave procedures.
- Comple allocated jobs when required – others rely on you doing so.
- Be responsible and considerate in use of 'common areas' such as hallways, kitchens and recreation rooms
- Inside the boarding house, walk rather than run
- No ball games are to be played inside the boarding house or close to any windows. Kicking or throwing any ball is not allowed inside. Boarders who wish to play with a ball should go out onto a College oval or field.
- Use "inside" voices when speaking to one another

"Common" Areas

- "Common" Areas include hallways, kitchens and recreation room
- As these areas are used by all boarders, all boarders have responsibility for maintaining, cleaning and tidying these spaces

Lights Out

- Once in bed, students are permitted to be reading in their room with bed lamps only on.
- No electronic devices (laptops, mobile phones or tablets). This is time to 'disconnect' and get ready to have a good night's rest.
- Those who are demonstrating that they are still studying (Years 11 and 12) may seek permission from the Duty Supervisor to continue later.
- Once 'lights out' is in place, there must be silence throughout the Boarding House.

Boundaries

- The following are out of bounds at all times:
    - hotels, taverns and licensed premises;
    - private houses (without leave and an approved host);
    - Day School buildings unless staff permission has been granted;
    - the roof of any College or Boarding House building.

COMMUNICATION

The success of the boarding experience for both students and parents very much depends on the effectiveness of communication with College.

A boarder's Head of House should be the first port of call should there be any matters causing concern. The most effective methods of communication are by either telephone or email.

Due to the busy nature of the College, staff members may be difficult to immediately reach by telephone as they might be in class or attending to boarding duties. For non-urgent queries, it is often more effective to email the Head of House and request contact from them at a convenient time.

Further support in resolving concerns is available from the relevant Head of Boys or Head of Girls Boarding and, if necessary, the Head of Senior School.

The College website provides parents and visitors with news, fixtures, a calendar, booking information about upcoming events and access to important documents.

The Roar

The weekly enewsletter, *The Roar*, is uploaded to the website every Thursday afternoon and is available from the news and events tab on the website.

For general news and happenings across campuses and schools, *The Roar* is very useful. Upon enrolment, your nominated email contact will be added to the College database so a copy can be emailed to you every Thursday afternoon from Scots All Saints College.

Edumate and the Carer Orbit App

Edumate is the College's student information system and parents can access key information relevant to their child through the Edumate CarerOrbit App – a mobile friendly application parents download to their mobile and from here they will be able to view key student information.

Parents will also be given access to the Edumate Web Portal. The Edumate Web Portal will primarily be used to input information, either contact information or medical information, as entering these details is not possible from the Edumate Carer Orbit App and needs to be done through a web browser.

Parent/Boarder Communication

Most, if not all, communication is done through a personal mobile device. If there are times when a parent or carer needs to urgently communicate with a boarder and their technology is locked away, contact can be made with the staff member on duty in their boarding house.

Boarder Community Updates

Updates and information on boarding and each Boarding House will be emailed by the Relevant Head of Boys or Head of Girls Boarding or Heads of House on a regular basis. The Relevant Head of Boys or Head of Girls Boarding is likely to email at least fortnightly with updates on the coming fortnight. The Head of House is likely to email at the start of term and midway through the term.

Contact with Teachers

Contact with teachers is welcomed. Please refer to the Senior School Handbook for more information about who to contact about different student matters. Parent Teacher interviews include the option of an online meeting where it is not possible to attend in person.

Regional Visits

During the year, the Head of College and members of the Boarding Leadership Team visit various regional locations. These visits include attendance at major field days, shows and expos along with social functions to connect with past, current and future families. Details and destinations will be made available closer to each event.

Social media

Scots All Saints College news is regularly posted on the College's official social media channels.

Instagram: @ scotsallsaints

Facebook: @scotsallsaints

We encourage you to engage via our College social media channels. A simple like or share of a social media post can help connect others to the opportunities students enjoy at the College.

COMMUNITY

Nurturing a strong sense of community is a priority at Scots All Saints College. Throughout the year, we endeavour to provide several opportunities for families to connect and experience the joy of being a part of a warm and inclusive community.

Throughout the year, there are also a number of College Events and you encouraged to attend as many as you can. Further details will be sent to you throughout the year via the newsletter and other communications from the College.

Some key events not to miss include:

Term 1

- Boarder Weekend and Evening Under the Stars - held in early March, the weekend includes a relaxed Friday night dinner, time to see students in action at the Blayney Show, Evening Under the Stars for parents on the Saturday evening and a Sunday morning brunch with boarders.
- House Swimming
- Senior School Musical

Term 2

- House Dinners – held in Term 2 for Year 7 – 9 Houses and in Term 3 for Year 10 – 12 Houses
- Mothers' Day Breakfast – held on the Friday morning prior to the relevant day
- House Cross Country

Term 3

- Fathers' Day Breakfast – held on the Friday morning prior to the relevant day
- House Dinners – held in Term 2 for Year 7 – 9 Houses and in Term 3 for Year 10 – 12 Houses
- MAD Night – Music Art and Drama
- House Athletics
- Spring Ceilidh
- Valedictory dinner (Year 12)

Term 4

- Carols on the Green
- Celebration Day – the final whole College event for the year – starting at 10am and over by about 11:30am, parents and carers are encouraged to head out for an early lunch afterwards before heading home for the summer.

Note: Senior School Celebration Day is a compulsory event for all students. The date is published more than a year in advance. An application for exemption from the Head of Senior

School is required if a student is not able to attend. Students' attendance at compulsory College events is considered when appointing student leadership and awarding College prizes.

CURFEW

All boarders must be in their House at set times which vary depending each month depending on the time of sunset:

Month	Curfew
January	8:15pm
February	8:00pm
March	7:45pm
April	7:00pm
May	5:30pm
June	5:30pm
July	5:30pm
August	5:30pm
September	5:45pm
October	7:30pm
November	8:00pm
December	8:15pm

Boarders who are out on leave from their House must return by the following times:

Night	Year 7-9	Year 10-12
Monday – Thursday and Sunday	8:30pm	9:30pm
Friday and Saturday	9:30pm	10:30pm

For any variation of time, special permission must be sought from the relevant Head of Boys or Head of Girls Boarding.

D

DINING ROOM

Kitchen staff provide a varied and nutritious menu for boarders in the College's Dining Hall and boarders from all age-groups are encouraged to mix together at meals.

All boarders are expected to:

- attend Breakfast, Lunch and Dinner punctually
- use good manners and be considerate of others, especially Kitchen staff who work hard to prepare the meals
- Not use mobile or electronic devices in the Dining Hall.
- Dress neatly and respectably.
- Keep hats off heads when seated.
- Have footwear on, not bare feet.
- Leave crockery and cutlery from the Dining Hall unless it is disposable.
- Take food only for oneself.

Boarders are free to sit anywhere in the Dining Hall unless otherwise directed by staff.

A student may ask for a small helping, but some food must be eaten at each meal.

In the summer, the Saturday dinner is often held outside and is a shared BBQ. On these evenings, boarders are involved in cooking and cleaning the equipment under the guidance of staff.

Special arrangements for meals outside the normal dining hours or any special dietary requirements can be discussed with the relevant Head of House.

Everyone is responsible for keeping their place at the table clean and remaining seated to share conversations with those around them.

DRESS CODE AND PERSONAL PRESENTATION

It is expected that all boarders will dress themselves in activity-appropriate clothes whilst in residence. Activities that require specific dress standards include:

- **Dining Hall**
  - Enclosed shoes must be worn at all times.
  - No thongs or singlets/tank tops can be worn.
  - Hats should be taken off upon entry.
  - Pyjamas are not to be worn in the dining room.
- **After School**
  - Boarders are required to change out of their school uniform into casual clothes on arrival at the Boarding House after school.
  - Casual clothes are to be neat and clean. Shorts are to reach at least mid-thigh length, tops should not be transparent or low cut.
  - Footwear must be worn at all times in the Boarding House - socks, slippers, shoes or thongs; however, students may remain barefoot in their bedroom.
- **Recreational Activities**
  - All boarders should wear clothing appropriate to the activity they are attending but general guidelines would require enclosed shoes, no singlets or thongs and no excessive make-up or jewellery.
  - If outside in the sun, a hat and suncream should be worn.
- **Hair, make up, piercings etc.**
  - Students are expected to keep their hair clean and well-groomed each day.
  - All hair is to be of natural colour.
  - Coloured nail polish, shellac, acrylic nails and extensions are not permitted.
  - Make-up should not be worn with school uniform but light make-up may be used when not in school uniform.
  - Tattoos and body piercing (other than a single hole in the bottom of ear lobes) are not permitted.

- **At all times boarders are not to wear or display:**

  - Revealing attire (see-through or sheer clothing, low necklines, bare midriffs, shorts or skirts above mid-thigh or backless tops)

  - Clothing with offensive remarks or advertisement for alcohol, drugs, tobacco or sex

Boarders' clothing is at the discretion of the staff member on duty. Should the boarder be wearing inappropriate clothing, the student will be asked to change and other consequences may follow at the discretion of the staff member.

Students not complying with haircut requirements may be sent home until their hair has been fixed or sent to a local hairdresser or barber at the parents' expense.

DRIVING, TRAVELLING IN CARS AND SAFETY

Permission to drive to and from the College must be formally authorised by the College. Driving privileges are limited to students in Year 11 and Year 12 who hold a Provisional licence and have received approval. Year 12 students may transport other Year 12 students only where appropriate passenger authorisation forms have been completed and approved. Student vehicles must be parked in designated, marked bays at the Boarding House or in the Student Car Park. Students are not permitted to drive around campus beyond entering the College to park and exiting the College when leaving, noting the high volume of pedestrian traffic at all times. Students in other year groups may only be passengers where the driver is a sibling and the travel is between home and the College. Upon arrival at the College, car keys must be handed to the Residential Assistant. Driving is regarded as a privilege, and all expectations must be followed to ensure the safety of students, staff and visitors.

Conditions of Driving:

The following conditions will apply to any boarder who is permitted to have a car at Scots All Saints College:

1. Cars (no motorcycles) may be driven by Year 11 and 12 students once parents have completed the Permission to Drive Form and approval is granted by the Head of Senior School and the relevant Head of Boys or Head of Girls Boarding.
2. Year 11s are permitted to drive between home and Boarding. Their cars remain at the school with their keys securely stored in the House Duty Office.
3. Year 11 students may drive siblings between home and Boarding. Year 12 students may take one passenger in their car providing the relevant Passenger Authorisation forms have been approved by the Head of Senior School and the relevant Head of Boys or Head of Girls Boarding. This may only occur within Bathurst City boundaries for predetermined activities.
4. Non-sibling passengers must be approved through the appropriate channels of the College.
5. The Head of House of each Boarding House must monitor the use of the car and keys must be kept with the Head of House. This is for Year 11 and 12 students.
6. Cars must only be used to travel to specific destinations as approved by the relevant Head of Boys or Head of Girls Boarding. Cars are not for driving around town, joy riding, social activities, taxi service etc. If it is discovered that students have travelled somewhere other than the specified destination, driving privileges will be suspended or removed.
7. Any breach of Scots All Saints College road safety rules will result in the cancellation of the privilege of driving or having a car at the College.
8. Scots All Saints College accepts no responsibility for student vehicles kept on the College grounds.
9. Parking within the College grounds must only be in the car park of the Boarding House to which the Boarder belongs.

E

ELECTRICAL ITEMS

All electrical items, with the exception of laptops and mobile phone charges, must be tested and tagged before being used at the College. This is a non-negotiable safety requirement.

Tagging and testing occurs onsite during first fortnight of each term. Boarders are to follow instructions from the Head of House regarding making electrical items accessible when testing is occurring.

It is recommended students have a personal alarm clock as they will not have access to their phones.

Electrical items student may bring are limited to:

- A small clock radio – this is recommended as students will not have access to a mobile phone overnight
- A set of headphones – this should work with both a laptop and mobile phone
- A small bluetooth speaker (optional)
- A hair straightener (optional)
- A hairdryer (optional)
- A shaver (optional)
- An electric toothbrush (optional)
- A desk lamp

All electrical items must be named and will need to be regularly presented for testing following the initial testing and tagging that is to occur once the item is used in the Boarding House for the first time.

Boarders are to observe the following expectations in relation to electrical items:

- Chargers are to be used in a clear and open space, with the device on a non-combustible surface.
- No appliances are to be used near a water outlet, e.g. bath or sink.
- All appliances are to be removed from the power source and put away after use.
- Kitchen appliances are not to be moved from their positions on the bench and must remain away from water sources. Appliances are to be removed from the power source if they are to be handled, either cleaned or to remove caught food.
- Electrical cooking appliances are not to be used in bedrooms.
- Fridges are never to be turned off. Staff defrost and clean fridges regularly.

- Boarders are to ensure all appliances and air conditioning are turned off before leaving a room.
- For safety reasons electric blankets or personal heaters or fans are not permitted.

EMERGENCY DRILLS

Emergency drills are held each semester. Every boarder is instructed on what to do in an emergency situation.

In the event of an emergency or drill:

- At the siren for evacuation, all boarders are to leave the room they are in and calmy walk to their nearest exit. Boarders are not to stop and search for a coat or shoes or other personal items or go to technology lockers. All boarders are to assemble at the Emergency Assembly Point on Hector Oval where a roll call will be taken.
- Lockdown will be made known by sounding an alarm over the PA system and boarders are to go to the Common Room and sit on the floor, in silence, not in view of a window. An announcement will advise when the all-clear is given. Boarders who are outside the Boarding House when the alarm sounds, but still in its vicinity, should enter the building and report to the Common Room. Boarders who are out of the Boarding House and elsewhere on campus should seek shelter in the nearest safe place.

Staff will advise the necessary personnel and advise the next steps.

Following drills, which will usually occur without notice, a notification and summary must be given to the Head of Senior School and Relevant Head of Boys or Head of Girls Boarding.

In the event of smoke, fire or bomb, students should raise the alarm immediately to the Residential Assistant on duty who will notify the Head of House and Relevant Head of Boys or Head of Girls Boarding.

All houses are equipped with their own Fire Alarm System and all dorms have an emergency route placard posted and all boarders are informed of the routes at the beginning of each term. Boarders are not to tamper with either the system or placards.

EMPLOYMENT (Casual/Part-Time employment)

The College encourages boarders to prioritise their engagement in the academic and co-curricular life of the College. As such, opportunities for casual or part-time employment are limited and carefully managed. Transport to and from work cannot generally be provided by the College, and students must ensure that all shifts conclude with sufficient time to return to the Boarding House ahead of curfew. For this reason, employment is usually limited to students who are able to independently organise their own transport. Prior to accepting any employment, students must discuss the arrangement with, and obtain approval from, the relevant Head of Boys Boarding or Head of Girls Boarding.

ENROLMENT

Enrolment Conditions can be located on the Parent Portal. It is important that families are familiar with these.

F

FOOD

Dietary needs

Students with dietary requirements must ensure that this information is updated by parents at the start of each year and whenever changes occur throughout the year. At the commencement of the year, the Head of House will verify the dietary requirements held on file. At mealtimes, students with specific dietary needs should collect their individually labelled meal or speak directly with kitchen staff if an individual meal has not been provided. On many occasions, students with dietary requirements may safely eat the standard meal, and kitchen staff can confirm suitability as needed. Kitchen staff maintain comprehensive records of all dietary requirements, including a photo list to assist with the identification of students with specific needs.

Mealtimes

Mealtimes are an opportunity for the Boarding Community to come together, fostering a sense of belonging. These moments allow us to check in on one another and engage in conversations. Boarders are expected to attend breakfast, lunch and dinner in the Dining Hall.

- Breakfast from 7:30 am – 8:10am - boarders must arrive by 7:45am
- Morning Tea from 11:10am - this is a grab and go morning tea so students have opportunity to connect in the playground with peers in their year group
- Lunch from 1:05 pm (12:30 pm weekends) – boarders are welcome to stay in the dining room until 1:30pm and after this are to head out to connect with peers and prepare for their afternoon classes
- Dinner at 5:45 pm – All students are to be in the dining room on time so the boarding community as a whole can be addressed prior to eating dinner
- Supper – Following Prep, boarders have access to a range of supper items in their boarding houses

Note: On the weekend Breakfast happens in the Boarding House due to the varied times at which students need to rise on these days.

Nuts

Nuts and nut products should not be consumed in the Boarding House as there are often boarders who have potentially life-threatening allergies to certain foods. The College seeks the

support of students and staff in maintaining a minimised risk environment while also ensuring students and staff are ready to provide an effective medical response to anaphylactic episodes. All catering provided through the Dining Hall is free from nuts, but traces may be present. Please ensure full details of any nut allergy are provided to the Head of House so that appropriate care can be provided.

Snacks

Food for snacking may be brought into the house for after school and in the evening. Food should be safely packaged in plastic sealable containers or cans. Junk food is discouraged and food containing nuts and nut products are not permitted.

Supper

Supper is available in the boarding houses each evening for those boarders who may require a little bit extra to eat after Prep and before bed. The primary supper items provided are fruit, milk, cheese, milo, biscuits and bread.

Takeaway food

There may be times when boarders are permitted to order and have delivered takeaway food at their own expense on the weekends. If boarders would like to purchase and take delivery of food, approval must be sought from Boarding staff prior to purchasing. Boarders must follow the usual food guidelines to ensure that nut products are not brought into the Boarding House.

Use of Boarding House Kitchens

Boarders are responsible for cleaning up after themselves and keeping the kitchen facilities within the Boarding Houses tidy and hygienic. The following expectations are to be observed:

- **Cleanliness** - When making snacks, boarders are to fully clean up after themselves by wiping surfaces, putting all items away and disposing of any rubbish.
- **Crockery** - Plates are to be stacked according to size, so they do not fall and break.
- **Food Items** - Food is to be put away in cupboards and the fridge. Refrigerated items must not remain on the bench. Personal refrigerated items must be stored appropriately (zip bags) and removed from the fridge or freezer once they have expired. Food is to be named and labelled with the date. Food is not allowed in bedrooms.
- **Hand Utensils** - When putting hand utensils away, knives are to face the same direction, i.e. handles together, to prevent cutting.
- **Hot Items** - If hot items are left on the bench they must be on a board and have a mitt on the edge to prevent others burning themselves. Baking dishes are to be washed and put away after use.
- **Hot Water** - Care is to be taken when boiling water. Hot liquids are not to be carried around the Boarding House.
- **Ovens** - When using the oven, boarders are to use oven mitts to prevent burning hands. Mitts are to be kept dry at all times. The oven is to be switched off after use.
- **Stovetops** - When using the stovetop, saucepan handles are to be turned towards the bench, not protruding, so they will not be knocked by someone else, preventing burning. Elements are to be turned off after use. After use, the stovetop is to be wiped clean, when cool.

Excursions

If Boarders are going on excursion, and many co-curricular events are provided, the staff member organising the excursion or event will coordinate food for boarders. If the event requires students buy their own lunch off campus for a College even, boarders may pre-arrange with their Head of House or the relevant Head of Boys or Head of Girls Boarding to be given $10 for lunch. Boarders need to initiate this request three school days prior to the excursion.

Boarders may pre-order a late dinner if needed (e.g. if a boarder thinks they will return late from Saturday sport). Similarly, a boarder attending a special function may arrange to pick up a meal early or to have dinner collected by the Residential Assistant and returned to the Boarding House. These are referred to as ‘late dinners’ and may be ordered any day by the end of Recess.

G

GUARDIANSHIP AND EMERGENCY CONTACTS

All boarders from overseas will require a Guardian within Australia other than their agent who can be contacted as necessary. This may be required for overseas travel, extended sickness, exeat weekends and weekend or special leave. Guardians for overseas students must be appointed prior to enrolling at the College.

For our Australian Boarders a local guardian in or around Bathurst can be an excellent source of comfort should your child need to go home due to accident, illness or misadventure. This may be a family member, family friend or a family within the College Community. Parents should ensure that full details of nominated guardians are provided to the Head of House so that they can be entered as a Host on Reach.

H

HEALTH AND WELLBEING CENTRE

The role of the Health and Wellbeing Centre is to care for the physical, emotional and psychological wellbeing of all students, including boarders. The Clinic within the Health and Wellbeing Centre is open for boarding students from 8:30 am-4:00 pm Monday to Friday. Heads of House arrange medical care after 4pm on school days and on weekends.

The Clinic is responsible for the overall management, storage and dispensing of all student medications during the school day. The Clinic also coordinates the supply of Webster packs for students who require regular medication. Outside of school hours, the responsibility for storing and dispensing medications, including Webster packs, is delegated to Boarding Residential Assistants in accordance with College procedures. Medications are not to be kept in a student's possession at any time unless specific written approval has been granted by the College. For any questions regarding special medical requirements or health information, families are encouraged to contact their relevant Head of House to discuss.

All boarding students are required to disclose known medical conditions prior to being accepted into boarding. All past medical conditions, illnesses, injuries, and medications are to be recorded with the College and the Senior Nurse will contact parents if further information is required.

We ask parents to ensure the Senior Nurse is notified of any changes that are relevant to their child's medical care throughout their time at the College, including change of Medicare details, changes to medication, relevant injuries or illnesses. Please ensure that the relevant Head of House is copied into all communication.

Students may be sent to the Clinic by boarding staff when it is open, should the student suggest that they are not feeling well or they have sustained an injury which may require treatment. If it is at a time when the Clinic is not staffed the boarding Head of House will decide if it is necessary to out of hours medical attention.

If it is an emergency, the Boarding Staff will call an ambulance, contact the Head of House and the relevant Head of Boys or Head of Girls Boarding.

If it is required that the student does not attend classes they must remain in the Clinic until approximately 4:00 pm and will not be sent back to the Boarding House under any circumstances until Boarding Staff are on duty. The student must report to the Boarding Residential Assistant on their return. Boarders may not take town leave, play sport or engage in other entertainment if they have been sick during the day.

Contact with Parents

The Health Centre staff will contact parents if there is a serious concern with a student's health or if they have sustained an injury. Parents will also be notified if it is necessary for a student to see a doctor. The Clinic will not contact parents for any minor illness or insignificant injury which may be short term or is able to be quickly remedied. However, all details of visits to the Clinic are recorded on Edumate, which can be accessed through Carer Orbit. Parents who have any concern regarding their child's health are more than welcome to contact the relevant Head of House.

Informing the Clinic

It is important that the Clinic is aware of every boarder's health profile. We ask, therefore, that all Boarding students and parents coordinate all medical appointments via the Clinic, and all medical information is current.

Medical Accounts

All boarding students are required to hold an active account with the College's nominated pharmacy. Any medications supplied to students will be billed directly by the pharmacy to parents. For new students, or where an account has not yet been established, the nominated pharmacy will contact parents via email to arrange the set-up of an account. Maintaining an active pharmacy account ensures the timely supply of medications when required. International student medical expenses will automatically be placed onto the student's College account.

Medical Insurance Details

It is important that the College has each student's current medical insurance and Medicare details, so that timely treatment is ensured. If medical insurance details change or a Medicare card expires, please update these details through Carer Orbit as soon as possible.

All students are covered by the College for ambulance transport. Students who have a student visa must have Overseas Student Health Cover.

Medications

Over the counter medications can only be provided to students if permissions have been granted by parents. This information is updated annually or can be updated by parents at any time through Carer Orbit. In the interest of safety, students are not authorised to have medications in the Boarding House. Please contact Clinic Staff or the Head of House if you wish to discuss this further. Prescribed medication must be administered from the Clinic or by Boarding Staff.

Breaches of this requirement may result in disciplinary action. It is an expectation that parents support this for the safety of their child and other boarders.

Medical Contagion

In the unfortunate event of the majority of students being infected by disease or illness, e.g. influenza or any other contagion, the Boarding Community may have no option but to close and send students home or to their guardian until the contagion has passed. In this scenario, the

student will need to be collected by a parent or appointed guardian and not return until deemed medically safe.

Dental and orthodontist appointments

Regular medical and dental appointments should be restricted to holidays or after class so that interruption to schooling is kept to a minimum. Any essential appointments must be organised through the Clinic.

Medic Alert

If your child suffers from any of the following, please contact the Clinic so we can formulate an action plan which can be used in an emergency:

- allergy requiring medication and/or Epipen
- anaphylaxis
- asthma
- diabetes
- epilepsy
- any other potentially life-threatening illness.

Counselling services

Psychology services are available to students in the Health and Wellbeing Centre with our qualified team. This is a confidential service offered from Monday to Friday and available to all students to help identify and support educational, behavioural, emotional, psychological, social and developmental concerns. Our professional team has a detailed understanding of the unique needs of Boarding Students and can provide guidance and support while working in partnership with families, Boarding Staff and Academic Staff.

Medical Leave

This leave will normally be organised by the Clinic. Boarders are to wear their College sport uniform when spending a full day in the Clinic, or their usual College uniform if attending appointments during the school day. Casual wear cannot be worn.

HOMESICKNESS

Starting boarding can be both exciting and challenging. Leaving home and a previous school, learning to live in community, looking after yourself, making new decisions, learning the names of other students, sharing spaces with other people, learning a whole new routine and getting to know new teachers can result in mixed feelings.

Homesickness affects almost all boarders at different times during their journey with boarding and it can manifest in various ways.

The Boarding House together with the Health and Wellbeing Centre will work closely with boarders and parents to provide the best possible care, advice, and support during these times.

Even the most confident boarders experience homesickness. It can come in waves and it is perfectly normal for this to fluctuate.

Other boarders can be helpful to talk to and homesick boarders will find that their peers provide wonderful support.

Parents may also be experiencing a sense of loss with their child moving away of home. These feelings are perfectly normal and will settle with time.

Some ways in which families can support their child include:

- Regular Communication - Stay in touch through phone calls, video chats, or messages. Regular contact can provide comfort and a sense of connection.
- Send Care Packages - Small packages with favourite snacks, photos, or personal items can remind boarders of home and show that they are loved and missed.
- Encourage Involvement - Encourage boarders to participate in school activities or sports. Being involved can help them make new friends and feel more integrated into their new environment.
- Visit When Possible - If feasible, plan visits to the Boarding School. Seeing family members in person can be a great morale booster. At the same time, it can be helpful to not visit the first weekend of term as this can be an important time for boarders to connect with one another.
- Listen and Validate Feelings - Acknowledge their feelings of homesickness and provide a listening ear. Sometimes, just knowing someone understands can make a big difference.
- Create a Routine- Help them establish a routine that includes known times they will contact you.

By offering consistent support and understanding, families can help boarders feel more at ease and gradually overcome homesickness.

Staff are available to discuss how your child is going and any questions or concerns about your child. Please contact the Head of House in the first instance.

Receiving Phone Calls Early On

When you receive the first few phone calls home from your child, always remember to:

- Listen;
- Remember it is their perception;
- You are their safe space; and
- Reach out to staff for input, let us know of any concerns or ask us to check in.

As you speak as family, try and put any concerns into context and remind each other of the reasons you all chose boarding school and the opportunities that will open up.

Sometimes it can be difficult to get feedback from boarders over the phone if you have not previously communicated much by phone.

When speaking, parents could consider asking direct questions to get boarders to reflect on their day. Possible questions could include:

- What was the most interesting thing you learnt today?
- What was the favourite part of your day?
- If you could have changed one thing about your day, what would it have been?
- Can you tell me about a moment that made you laugh or smile?
- Did you face any challenges today? How did you handle them?
- Who did you spend time with during lunch or breaks, and what did you talk about or do together?
- Is there a project or activity you are excited about right now?

HOUSE COMPETITIONS

During the course of 2026, we will be seeking boarder input on the shape of an inter-house competition designed to foster relationships and teamwork.

Areas of competition will need to account for the different age ranges and physical abilities in houses and so are unlikely rely solely on physical ability.

Areas of activity being considered include:

- Trivia
- Easer Egg Hunt
- Photography
- Esports
- Finska
- Spike ball
- Dodge ball
- Croquet
- Lawn bowls
- Talent quest

The shape of the competition will be confirmed during Term 1 and student ideas and input is welcomed.

HORSES

Full time boarders at the College are able to apply to agist their horse on campus. Detailed information about agistment of horses on campus is available in the Senior School Handbook and on the College Website. Boarder families who agist their horse at the College are required to enter into an agreement which is designed to ensure boarders are safe horses are well look after.

HOST FORMS

Host forms are required for some leave types. Any person transporting a student by car, caring for a student for greater than four hours or overnight, or for activities such as swimming must have signed Host Form prior to the leave.

This form outlines the responsibilities and expectations of having a Boarder in their care and ensures we have current content details for the host. At a minimum, hosts must be at least 25 years of age, unless otherwise authorised by the relevant Head of Boys or Head of Boys Boarding, and provide contact details for the duration of the student's leave.

INSURANCE OF PERSONAL BELONGINGS

Students' personal belongings, such as laptops, mobile etc. are not covered by the College's insurance. If cover is desired by families, it needs to be arranged by parents. The College takes no responsibility for articles of value that are brought to the College or the Boarding House.

INTERNET

Students are provided with internet access in the Boarding Houses primarily for educational purposes. Student use of the internet and technology must be consistent with the ICT Conditions of Use published in the Senior School Handbook.

Accessing inappropriate material is not permitted. Inappropriate material includes pornography, extreme violence, gambling, terrorism, illicit drugs materials and hacking.

If a student is not using the Internet responsibly or using proxy sites to by-pass College security measures, the student may lose their Internet privileges for a specified period of time determined or face other disciplinary action.

Portable wireless routers or the like are not to be brought into the Boarding House.

ITEMS THAT ARE PROHIBITED

Please do not allow your child to bring the following items to school:

- Aerosol cans (e.g. deodorant, hair spray etc.)
- Candles, oil burners or incense sticks
- Gaming consoles
- Humidifiers
- Highly valuable or irreplaceable belongings
- Inappropriate recreation activities (nerf guns, dart boards etc.)
- Chewing gum
- Sweet food or drinks in large quantities
- Lighters or matches
- Laser beams
- Liquid shoeshine

- Unauthorised electrical items (see section on Electrical Items)

Please refer to the Senior School Handbook regarding student behaviour, including prohibited substances and items, to ensure a safe and supportive learning and living environment for all in our community.

ITEMS TO PACK

Each bedroom has a bed, standing cupboard with designated hanging space for clothes and draws.

In addition to school and sports uniform requirements, stationery, books and a laptop, boarders should bring the following:

Clothing

- Underwear x 8
- Casual clothing (keep to a minimum i.e. three changes of tidy casual clothing and one change of smart casual clothing is sufficient. Clothes should be machine washable and able to be tumble-dried. Refer to section on Dress Code and Personal Presentation)
- Pyjamas x 2
- Dressing gown

Footwear

- Slippers or soft house shoes
- Joggers
- Rubber thongs

Toiletries and related items

- Bath towel
- Toiletry bag
- Toothbrush
- Toothpaste
- Hairbrush / Comb
- sanitary items (as required)
- Soap
- Shampoo / Conditioner
- Personal care items (e.g. nail clippers etc.)

Bedding (unless arrangements have been made to borrow College)

- Blanket
- Doona
- Doona cover
- Pillow
- Pillowslips x 2
- Sheet Set

Note: All beds in Bulkeley House and some beds in Thompson House are King Single Size

Other items

- Alarm clock (small)
- Batteries (if needed for alarm clock)
- Backpack / overnight bag
- Beach towel x 2
- Charger for mobile and laptop (labelled)
- Clothes Hangers x 10-20
- Clothing Labels (please ensure all clothes are clearly labelled)
- Containers that are airtight to store food or microwave safe for noodles etc.
- Desk Lamp
- Drink bottle (large)
- Extension cord and power board
- Hat / cap
- Laundry basket
- Laundry marker
- Laundry powder / liquid / spray (if doing own washing)
- Padlock
- Shoe Cleaner Kit-Solid Black Polish, Brush, Cloth
- Sports equipment and bag (as required)
- Sunscreen
- Swimmers
- Tissues
- Umbrella, waterproof jacket / driza bone
- Zippered and labelled laundry bag for small items

Optional

- Batteries (if required)
- Books for reading at night
- Extra stationary school supplies
- Eye mask and ear plugs
- Fan (small and quiet box fan) – no pedestal fan
- Hair dryer
- Insect repellent
- Musical instrument
- Airtight container, Tupperware or microwaveable containers for storing and reheating personal snacks
- Past time activities for weekend (colouring, sudoku, favourite card game etc.)
- Pictures from home for your room
- Zip lock bags

If there is a concern about items not listed above, please contact the Head of House.

J

JOBS

Living in a Boarding Community provides an opportunity for students to contribute, develop co-operation and build teamwork. As part of this, boarders are expected to assist with Jobs (or duties) that are part of community living and help to enable the day-to-day routines and order of the Boarding House.

Each boarder is responsible for their own space and share in rostered Jobs in their Boarding House.

Routine Jobs around the house include tasks such as tidying the kitchen, stacking the dish washer, washing up, emptying bins, straightening the common room, sorting clean washing etc. and maintaining a tidy space around them. Most Jobs are completed after Prep and help maintain a neat and tidy environment in the Boarding House.

Extra duties and possible restriction of leave will be considered where boarders are unable to fulfil these responsibilities.

JOBS (Casual/Part-time Employment)

See “Employment”.

L

LAPTOPS

Boarders are expected to bring a laptop with them to the College and to boarding. More information about these expectations can be found in the Senior School Handbook and on the Parent Portal.

In the Boarding House, laptops are handed in at the nominated Tech Hand In time. This varies by Year Level. If a student is using a laptop in their room, students are to leave their door or curtain open.

Laptops are primarily at the College for academic purposes and any misuse or non-compliance of handing in laptops in the evening may result in the following:

1. First offence, the laptop may be taken by the staff member on duty for the remainder of the day/evening and returned the following morning.
2. Second offence, the laptop may be given to the Head of House or relevant Head of Boys or Head of Girls Boarding to hold for a period of three days and a weekend with the boarder only able to access the device during the school day and Prep time.
3. Third offence, the laptop may be given to the Head of House or relevant Head of Boys or Head of Girls Boarding to hold for a period of five school days and two weekends with the boarder only able to access the device during the school day and Prep time. During this period of time, the boarder may also be gated.
4. If non-compliance continues, the device will only be available to the student during the school day and during Prep time for the remainder of the school term. During this time, the boarder may also be placed on a behaviour card to assist them with meeting expectations at the College.
5. If continued laptop usage is abused, the relevant Head of Boys or Head of Girls Boarding will work with the Head of Senior School to arrange a parental interview.

LAUNDRY AND LINEN

Bed linen and towels are to be changed weekly. Clean linen and towels will be given out by the Residential Assistant unless a student is using their own. Linen and laundry are included in fees.

It is recommended that boarders use two sheets, a pillow-case and have a doona cover on their bed.

All boarders should use the College laundry facility for school uniform, linen and towels. Dirty clothes are to be put in for washing in the dirty laundry bins. The dirty clothes are sent out daily and clean clothes are returned via the laundry service.

Our year levels learn laundry skills on a gradual release model with further responsibility being granted as a boarder progresses through their time at the College.

Ensure that all items of clothing and bed linen are named appropriately, preferably with sewn on name tags

• Do not overload sock/underwear bags (sock bags are for socks and underwear only). Please unroll socks and zip bag up all the way.

• Please check and empty pockets (tissues, pens etc).

• All tracksuits should be inside out and zipped up.

• Sheets and towels are to be washed EVERY week (including pillowcase, doona cover and rugs).

• Items urgently required, whether on your washing day or another, please let us know before you put items in wash.

• Place all clothing away the same day it is returned from the laundry.

It is essential that all articles of clothing are clearly marked. We strongly recommend that this is done twice. Woven name tags should be sewn onto the article in a prominent place, so that the article is easily identifiable, (e.g., on shirts on the inside of the back of the collar, and for trousers, on the inside of the waistband). Iron-on tags may wash off but can be sewn on.

A second marking with a proper laundry pen gives extra identification in case of theft or accident. A laundry marker is available for use by the boarders in the Laundry. If required, Laundry staff will sew name tags onto items of clothing, especially if purchased during the term or for overseas students, but it is recommended that you send all items already labelled and check labels during each holiday break. Invariably, students wear the article first, put it in the Laundry unmarked and then complain that the Laundry has ‘lost’ their clothing. Shoes should also be properly marked as it is very easy to confuse your black shoes or sneakers with the person in the next cubicle or room.

Make sure that all clothes may be machine washed on regular cycles. Please do not send items that cannot be tumble dried or need hand washing. If placing these items in the washing piles, they won’t be seen and will be ruined.

Dry cleaning can be arranged at an additional cost.

Within most Boarding Houses, there is a laundry where students are able to wash small loads of their own clothing. Boarders wishing to use these facilities should bring a small amount of washing powder. Expensive items of clothing should not be brought to school as they are not suitable for industrial laundering and tumble drying.

Years 7-9	Boys: All clothes to be sent through the College Laundry Service
Years 7-8	Girls: All clothes to be sent through the College Laundry Service
Year 9	Girls: All College uniforms to be sent through the Laundry Service
	Option to wash all clothes in-house
Years 10-12	All College uniforms to be sent through the Laundry Service
Years 10-12	Option to wash all clothes in-house

All year levels have the option of using the College Laundry Service for any and all clothing.

All bedding is washed via the Laundry Service.

LEADERSHIP

Leadership in the Boarding Community is primarily about looking to serve. Helping out and doing what you can to respectfully and constructively influence the Boarding Community is not bound to an age or year level. Leadership can be taken on by all students each day in all their interactions. The age-old motto of you do not need a badge to be a leader is certainly promoted within the Boarding Community.

Some of the formal student leadership opportunities in the Boarding Community include involvement in a **Big Brother and Sister Program** or **Boarder Student Representative Council**.

The **Big Brother and Sister Program**, which will commence during 2026, is open to students in Year 9, Year 11 and Year 12. The program plays an important role in supporting new students as they enter a Boarding House. Big Brothers and Sisters are provided with guidance from the Staff Boarding Leadership Team as to what they can do practically to help both new students to settle into the Boarding Community.

Boarding Student Representative Council (BSRC)

The BSRC is open to students in Year 7 to Year 12 and meets with the Heads of Boys Boarding and Head of Girls Boarding. The BSRC has a number of responsibilities which include:

Meeting at least termly to provide feedback to the Staff Boarding Leadership Team. All teams welcome input and ideas from all boarders.

This team is focused on leading community building activities and both seeking and providing input on a range of boarding matters. It is hope that the team will help to lead initiatives which relate to Boarder's Health and Wellbeing. This could include looking at areas such as exercise, belonging, food, community service and sleep. As part of their work of the SRC, representatives from the SRE will meet with the Catering Manger once per term to review the menu. The team will also provide input into the Weekend Activities schedule. The team also takes the lead on welcoming new boarders into the Boarding Community and farewelling Year 12 students as they graduate.

Appointment of Student Leadership Teams

Boarding Student Leadership Teams are appointed through student nominations, peer voting, formal interviews and a decision being made by Heads of House and the Relevant Head of Boys or Head of Girls Boarding.

Year 11 and 12 Boarder Leadership Roles

Boarders in Year 11 and 12 are encouraged to apply to serve as Team Leaders for one of the Student Leadership Teams.

During Year 11, Boarders have the opportunity to apply for a large number of leadership roles as part of a larger process of selecting Student Leaders at the College. Within the Prefect team there are various portfolios and this includes the appointment of two Boarding Prefects.

By virtue of their seniority, all students in Year 12 are expected to serve as role models of the College Values, to stand up for what is right and to help set the tone of the Boarding Community.

Over their time at the College, boarders have many opportunities to practise leadership through both the Day School and Boarding Community.

The selection process is designed to be fair, thoughtful and reflective of our values of respect, responsibility and community:

Students first express their interest in joining the Boarding SRC, outlining why they wish to be involved and what they can contribute. Their peers then provide input on the personal qualities they see in each candidate, such as reliability, kindness and initiative. Heads of House add their perspective on how nominees contribute within their

respective houses. Finally, the Boarding Student Leaders and Relevant Head of Boys or Head of Girls Boarding meet with candidates before confirming the final group to ensure it represents the breadth and spirit of the boarding community.

LEAVE

Leave from Boarding

College Expectations Regarding Attendance and Leave

The College provides generous holiday periods and scheduled breaks throughout the academic year. Accordingly, leave from the Day School during term time will only be granted in extenuating circumstances. Families are expected to plan travel, holidays and personal commitments in alignment with the College calendar.

Students are expected to participate fully in the academic, co-curricular and residential life of the College. Attendance at the beginning and end of each school term is a core requirement unless exceptional circumstances have been approved in advance.

Where patterns of early departure, late return or non-attendance occur, the College reserves the right to review a student's ongoing place at the College. Students in receipt of scholarships or other forms of financial support are expected to demonstrate full participation in College life, and failure to meet these expectations may result in a review of scholarship conditions.

General Principles

Leave from boarding is based on trust, clear communication and shared responsibility between students, parents and the College. Leave is a privilege, not an entitlement, and is granted at the discretion of the Head of House or Relevant Head of Boys or Head of Girls Boarding in line with the College's duty of care obligations.

Failure to comply with approved leave arrangements, including destinations, supervision, transport or return times, may result in leave privileges being restricted or withdrawn. Serious or repeated breaches may lead to a review of enrolment.

Applying for Leave (Reach)

All leave is managed through Reach, the College's electronic leave management system. Parents and carers are issued individual logins and students are encouraged to initiate leave requests with parental oversight. Parents may submit applications directly at any time.

Leave requests must include full and accurate details of the destination, host, transport arrangements and departure and return times. Requests are routed electronically for parent and host approval before final approval by the Head of House or Relevant Head of Boys or Head of Girls Boarding. Leave must be fully approved in Reach prior to departure.

Reach approvals are formal records. Students must not access or approve leave using a parent or carer login. Misuse of the system may result in immediate suspension of leave privileges.

Students must sign out on departure and sign back in on return via Reach for all leave, regardless of duration or destination.

Authority to Grant Leave

Only the Head of House or Relevant Head of Boys or Head of Girls Boarding may approve leave. Certain extended or academic leave requests may also require approval from the Day School or Principal.

Types of Leave

Overnight Leave

Overnight leave applies when a student is absent from the boarding house overnight and must be approved in advance through Reach with full host and contact details.

Academic (Extended) Leave

Academic leave generally applies to absences of three or more school days and requires approval through the Day School in addition to boarding approval. Overnight components must also be entered in Reach.

Town Leave

Town leave allows students to attend approved local destinations using College-arranged transport.

Weekday Town Leave

Eligible senior students may access weekday town leave on one designated afternoon per week. Students must return by the specified time and adhere to College dress expectations.

Weekend Town Leave

Weekend town leave is supervised by boarding staff and typically occurs on Sunday afternoons. Students must attend with a buddy and carry a fully charged mobile phone.

Recreational Leave

Recreational leave provides students with the opportunity to access approved local destinations for short periods of time. Recreational leave is distinct from host-supervised leave and is subject to year-level permissions.

Weekday Recreational Leave

Weekday recreational leave is typically available on weekday afternoons and is limited to approved local areas. Students must travel with at least one other boarder unless otherwise approved and must return to boarding by 5.00 pm.

Weekend Recreational Leave

Weekend recreational leave may be taken as either a short-day or long-day pass, subject to year-level limits. Students may not combine passes to remain out all day. Certain destinations, including beaches, are not permitted.

Students on recreational leave must carry a fully charged mobile phone and sign out and back in via Reach.

Hosts and Supervision Requirements

All host-supervised leave requires a responsible adult host who is 25 years of age or older and approved by the College. Leave is granted only for the nominated host, location and timeframe.

Hosts must provide full details in Reach, including name, address, phone number and email address, and assume responsibility for the student during approved leave. Changes must be communicated immediately.

Transport and Travel Safety

Students must travel only by the transport method approved in Reach. Changes to transport arrangements must be approved prior to departure.

Rideshare services (including Uber and similar) are not permitted for students under 18 years of age.

Student drivers are not permitted to transport other students unless the driver is a Year 12 student transporting a sibling or another student with specific College approval.

Return Times and Curfews

Students are expected to return to boarding by the designated return times unless prior approval has been granted.

Expected return times are:

Day/s	**Years 7-9**	**Years 10-12**
Monday to Thursday	By 8:30pm	By 9:30pm
Friday and Saturday	By 9:30pm	By 10:30pm
Sunday	By 7:00pm	By 7:00pm

Students who are delayed must contact boarding staff immediately.

Exeats

The only designated exeat period is the June Long Weekend. Boarding will close and all students are expected to leave campus unless alternative arrangements have been approved in advance.

Holiday Leave

Boarding closes during school holidays and all students must depart by the published closure time. Holiday leave must be entered in Reach at least two weeks in advance.

Beginning and End of Term

Students may return to boarding from 3.00 pm on the day prior to classes commencing, as published on the College calendar.

At the end of term, students must depart on designated boarder travel days and by the published collection time.

Private Parties

Attendance at private social gatherings does not constitute a College activity. Responsibility for supervision rests with parents, carers and host families.

Parents are expected to contact host parents in advance to confirm supervision, behaviour expectations, security arrangements and that alcohol or illicit substances will not be accessible. Leave may be declined where adequate supervision cannot be assured.

Boarders are not to request leave which will clash with any legitimate and required College commitment. This includes Saturday sport.

M

MAIL

The sending of correspondence via the post is encouraged. Mail is passed on to students by the Head of House.

Mails is to be addressed as follows:

Boarder's Name

Scots All Saints College

Boarding House Name

4173 O'Connell Road

White Rock NSW 2795

MOBILE PHONES

Boarders are expected to have a mobile phone for their safety on outings and weekends and as a key tool to remain in contact with home.

The College has rules for all students in relation to Mobile Phones which can be found in the Senior School Handbook on the Parent Portal. In addition, boarders and their families are expected to abide by Boarder Mobile Phone Conditions of Use which are aimed at ensuring the general wellbeing of all boarders, including allowing good conditions for study and sleep. It is hoped that the Conditions of Use help boarders use mobiles for positive means of communication with family and friends and that mobiles do not negatively impact boarder health and wellbeing.

Boarder may have their mobile phone confiscated if they any of the Boarder Mobile Phone Conditions of Use. Boarders are also bound to the IT contract they sign with the College upon enrolment.

Mobile Phone Conditions of Use

Mobile phones may not be used by boarders:

- During the school day
- In Prep Times

- When seated in the Boarders' Dining Room
- After lights out
- To be unkind to another person
- To breach the privacy of another person (e.g. recording or photographing a student or staff member without their consent)
- For the creation, consumption or sharing of inappropriate content or material of any kind.

In addition, boarders may not:

- Use the camera on their mobile device within the boarding house except when Face Timing (or equivalent) with Family or Friends which must be done sitting in their own room
- Use another boarder's mobile inappropriately
- Be in possession of more than one mobile phone or sim card

Head of House and the Relevant Head of Boys or Head of Girls Boarding must be provided with a boarder's mobile number.

Mobiles must be turned off and handed in at the times designated in the daily schedule relevant to each Year Level.

Breaches of the Conditions of Use of Technology may result in boarding staff confiscating a boarder's mobile phone.

Boarding staff may also take a boarder's mobile from them during times when a boarder might ordinarily have access to their mobile if they consider:

- the boarder has had sufficient screen time that day;
- the boarder's access to their mobile appears may be compromising their ability to meet other rules and expectations;
- the boarder is participating in limited physical activity or face to face social activity.
- loss of access is part of a consequence or risk mitigation which boarding staff have decided to enact.

Staff may ask a student to unlock their mobile and show them content or delete content in order to maintain the safety and good order of the Boarding Community.

Breaches of Mobile Phone Conditions of Use

If a student does not hand in their phone or is found to have used their mobile phone at a time when mobile phone is not permitted, the following steps will be taken:

- First breach, the mobile is confiscated and returned after 24 hours.
- Second breach, parents are notified and the mobile is confiscated and returned after 72 hours. Parents are notified.
- Third breach, parents are notified, the mobile is confiscated for one week and the student is rostered on to additional Jobs.

- Fourth breach, parents are notified and mobile is confiscated indefinitely which may be for the remainder of the term or longer. Parents are notified and the mobile will only be returned to the parent or guardian.

If a boarder has breached the Mobile Conditions of Use in other ways (e.g. accessing inappropriate material or taking photos without permission), the student will be referred to the Head of House or relevant Head of Boys or Head of Girls Boarding. Consequences for these types of offences will be substantial and reviewed case-by-case.

Mobile Phone Security

The security of mobile phones is the responsibility of the student. The College accepts no responsibility for mobile phones, except while they are in our locked technology cabinets. Parents are responsible for all costs incurred by their child's use or misuse of their mobile.

Mobile Phones and Parents

Parents are asked to:

- have regular conversations with your child about expectations for screen time;
- Have in place settings on their child's mobile phone that restricts screen time to no more than 2 hours each day. This is consistent with the Australian Government's health guidelines. Look for 'Screen Time' on Apple devices and 'Digital Welbeing' on Android devices;
- Have in place settings on their child's mobile that restricts access to content, social media and apps which are appropriate to their age;
- Refrain from contacting their child during Prep or Dinner times; and
- Notify the Head of House if they have any concerns over the use of mobile phones.

Mobile Phone Overuse

If a student is allowing themselves to spend what boarding staff determine to be too much time on their mobile during free time, boarding staff will speak with the student about their observations and encourage them to engage in activities that do not involve mobile use. If the boarder continues to spend what the boarding staff determine to be too much sedentary recreational time on their mobile, boarding staff reserve the right to take a mobile from a student for a period of time and put additional restrictions in place.

Year 12 boarders are expected to demonstrate personal discipline and self-manage their technology. If they cannot, phones will be handed in at bedtime and during Prep Time.

MEDIA, MUSIC AND VIDEO GAMES

Boarding House Common Rooms are equipped with smart televisions that are logged into various streaming services which students can access to watch shows or movies in the Common Rooms from time to time. Some Boarding House Common Rooms are also equipped with a gaming console.

Media, Music and Video Game Conditions of Use have been established to protect everyone in the Boarding Community and apply to Boarding Televisions, Boarding Gaming Consoles and personal devices (laptops and mobiles).

The Boarding Community follows the Australian Viewing Guidelines recommendations in regard to entertainment watched by Boarders. Rather than by birthday, entertainment is regulated by Year Group as follows:

Year 7 and Year 8 may engage with content (movies, games or music) rated G or PG. At times, with the permission of the Head of House, M rated content might be permitted.

Year 9 may engage with content (movies, games or music) rated G, PG or M;

Year 10 to Year 12 may engage with content (movies, games or music) rated G, PG, M rated content. If students in these Year Groups are wishing to engage with content that is rated MA 15+, staff approval needs to be gained.

The final decision about suitability of content rests with the staff on duty and their decisions must be honoured and this includes content or games boarders engage with in their rooms.

Content that has been classified Restricted (R18+) or higher or content that has been Refused Classification must not be accessed by boarders at the College.

Some of the boarding houses provide separate common room areas for the juniors and the seniors for the viewing of movies under the supervision of a member of staff.

No unclassified material is permitted in Boarding. Boarders may not bring their own Videos into Boarding, or view them in Boarding, without the permission of their Head of House or Resident on Duty.

Students should be reminded that this includes content they view in their bedrooms. They are encouraged to always practise discernment.

Boarders who have breached these Media, Music and Video Game Conditions of Use may:

- Have their devices confiscated
- Have reduced access to the Common Rooms
- Have additional Jobs to complete.

Boarders using computer games or their mobile during Prep may:

- Be required to complete Prep in a different location;
- Be required to complete Prep for an additional period of time;
- Be unable to use their laptop or mobile for the remainder of Prep or the remainder of the evening;
- Be seated in a staff specified position for Prep over subsequent days

- Year 10 to 12 students will forfeit the right to do prep in their room and will attend supervised Prep if found using computers for entertainment purposes rather than educational during designated Prep times.

INAPPROPRIATE MATERIAL

The Boarding House is home to a wide age range of age groups, hence some concepts are inappropriate for younger members. Please do not bring material such as books or magazines which may contain profanities, extreme violence or sexually explicit concepts and please be aware of this content on photos and social media. Material considered offensive will be removed. Sharing of offensive social media material is also not acceptable and the device used for viewing may need to be handed to staff.

MONEY AND VALUABLES

Parents are encouraged to arrange bank accounts for their children.

Weekend Activities normally do not require boarders to have money as most activities are planned in advance and parents are notified of the costs if they are over $30. Costs are charged to their College account.

Students should not have in their possession large sums of money. It is strongly advised that parents deposit small amounts on a regular basis (rather than putting in a lump sum at the beginning of term). The amount you give your child will vary slightly from family to family. The College is not responsible for any lost or stolen money and all students are encouraged to lock their money and valuables in their wardrobe. If a student is required to have a large sum of money at the College then the Head of House should be notified and the money should be placed in their care for security.

Students are discouraged from bringing expensive personal items. These items are permitted but the College takes no responsibility for loss or theft. Students must use these items appropriately or they may be removed from the boarding houses.

MOTOR VEHICLES

See “Driving”.

N

NAMING ITEMS

All clothing including non-uniform items, must be named with either a sewn-on name tag or laundry marker. It is incumbent upon all families to take responsibility for naming every item. Responsibility cannot be taken for any items which have not been named.

For trousers, kilts, shorts and underwear, the name tape should be sewn on the inside of the middle-back of the waistband. For shirts, jumpers, blazers and tops, the tape should be sewn inside the middle of the back of the neck. For socks, sew the tape vertically on the inside of the top of each sock. Shoes should be named with marking ink.

Name tapes must state your child's full name as follows: JANE SMITH.

O

ORIENTATION

In the term prior to commencing as a boarder, students are welcome to have a sleep over in boarding and day at the College. This provides opportunities for students to connect with other boarders prior to commencing and develop a level of familiarity with boarding routines and expectations.

Each new boarder is given either a Big Brother, Big Sister or Buddy to support new boarders as they enter boarding.

First Day for New Boarders in Term 1

All Boarding Houses are open from 11.00 am at the beginning of Term 1 with all new boarders to have moved their belongings into their room by 12:30 pm. New boarders and their parents are then invited to lunch with new boarders.

First Day for Returning Boarders in Term 1

The Boarding Houses will be open from 3:00 pm with all boarders required to be in residence by 5:30pm. Boarders will go to dinner together at 5:40pm. If you need your child to return to Boarding prior to 3:00pm, please notify the relevant Head of House so that arrangements can be made.

First Afternoon in Boarding in Term 1

On the first afternoon in Term 1, the Head of House will welcome new boarders to their boarding house, take them on a tour of the house and explain Boarder duties and expectations. Boarders will also engage in several icebreaker activities.

P

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association provide support to the College in a range of practical ways and regularly organise fundraising activities for which funds enable the provision of new facilities and equipment.

Information about General Meetings and the Annual General Meeting is published in the College newsletter. Currently, a Boarding Subcommittee meets termly online and all boarder parents are welcome to attend.

Contact details for the various office holders is kept current on the College website.

Contributing to the Parents and Friends association is a great way to meet parent and build relationships between families.

PARENTS AND CARERS CODE OF CONDUCT

The College's Parent and Carer Code of Conduct is in place to ensure that you, your child and staff are safe. A copy of this document is available on the Parent Portal.

PARENT PORTAL

The College's Parent Portal is a library or helpful information and forms. It is also where you can locate College policies are available to the community.

PETS

Boarders are not permitted to bring pets into the boarding house. Staff who live on campus may have a dog which may visit houses from time to time.

POLICIES

A number of College policies can be found on the Parent Portal. Parents and students are encouraged to familiarize themselves with these policies.

R

REACH

REACH is the College's online boarding management system. It is the platform we use to keep parents, students and staff connected, ensuring that every boarder's movements, permissions and wellbeing are carefully tracked and easily communicated.

For parents, REACH is your main point of contact for your child's day-to-day boarding life. Through the REACH app or website, you can:

1. Submit and approve leave requests – for weekend, overnight or special leave, directly to your child's Head of House.
2. View your child's location and sign-in status – so you always know whether they're on campus, on leave or at an approved activity.
3. Receive updates and notifications – when leave is approved, amended or completed.

Using REACH helps us maintain the highest standards of safety and accountability while giving parents real-time visibility and reassurance. It also reduces the need for email trails or paper forms, keeping everything in one secure, easy-to-use place.

If you are new to the system, login details will be sent to you at the start of the year. The boarding team is always happy to help with setup or questions.

In addition to the app, parents can login to Reach via a web browser at this address: https://sasc.reachboarding.com.au/.

RELATIONSHIPS

As a co-educational boarding community, it is important that all boarders are aware of the College's expectations around building healthy and respectful relationships.

We expect all boarding students, regardless of gender, to be positive, friendly and respectful at all times within our community. Lifelong friendships are often fostered as a result of young people boarding together and these strong ties are a strength of our boarding community.

Whilst friendships between all boarders are strongly encouraged there is an expectation that no boarding students will conduct sexual or other physically intimate relationships while on College grounds.

We are also mindful of the need for privacy in the Boarding House. Boarding students should not enter the sleeping area of other boarders without their consent and may not enter the boarding house of boarders of the opposite sex at any time.

There is an expectation that boarders who are on leave from the Boarding House will also conduct themselves appropriately, respecting themselves and the wider community with whom they have contact.

ROAD SAFETY

Boarders are expected to be particularly careful to observe normal road safety requirements both on and off campus.

Boarders should only cross major roads surrounding the College in appropriate places, preferably at marked pedestrian crossings controlled by traffic lights.

Traffic light signals must be observed at all times. Boarders detected ignoring traffic light signals in the vicinity of the College will have leave privileges withdrawn.

ROOMS

Boarders are responsible for their personal space including their sleeping area and dormitory room. All rooms of the boarding houses must be kept clean and tidy at all times. The Head of House sets out duties that boarders share on a weekly basis and are managed by the Head of House and Residential Assistant.

Students are allowed to have personal electrical items such as laptops, reading light, bedside box fan (warm months), and a power board with a circuit breaker. All electrical items will be tagged by the College in Term 1. Additional items brought in throughout the year need to be approved by the Head of House to arrange for tagging.

Posters are allowed but must have appropriate content. Personal items, such as photos and keepsakes are welcome.

ROOM ALLOCATION

Rooms are allocated according to year groups, however, this may not always be possible.

Boarders are rotated through different rooms every term or semester so they can experience living with as many different students as possible. This develops their ability to cope with change and is instrumental in building resilience. Learning how to live amicably with others is one of the great benefits of community living and is wonderful skill for life.

You are welcome to discuss your child's room allocation with the relevant Head of House.



S

SAFETY AND SECURITY

The safety of our boarding community is paramount.

Boarding staff are present in Boarding Houses overnight from the time school finishes to the time boarders head to class (Monday to Friday) and all day Saturday and Sunday.

On normal weekdays each House will be locked at 8:35 am. No entrance is permitted after this time. The House will be reopened at 3:20 pm. All students must ensure they pack all necessary books, sports gear, etc. before departure in the morning.

In the evening, Boarding Houses are locked and alarms turned on.

CCTV cameras operate at the entrances to Boarding Houses, in several other parts of Senior School and in College vehicles. Further information about CCTV cameras is located in the College's Surveillance and Security Policy which is located on the College's website.

CCTV is one of several protective measures in place and sits alongside staff supervision, sensible routines and students being encouraged to speak up if something does not feel right.

No items that could be perceived as dangerous or damaging can be kept in rooms, this includes medications, sharp knives, candles, lighters, matches, incense burners and any other items that require lighting. These items create a serious fire hazard and are not allowed due to safety concerns.

No student is allowed to leave their Boarding House without permission from the Boarding staff member on duty. Students must return to their Boarding House at the time specified on their approved leave. If changes to this time occur, boarders must make contact by phone with the Boarding staff member on duty.

Boarders are expected to:

- Not bring irreplaceable items of value with them to boarding
- Keep cash to a minimum
- Not leave anything valuable on view but rather than lock it away
- If you are the last person to leave a room, make sure windows are shut.
- Mark your more expensive belongings clearly with an Ultra Violet Pen or Etching tool. Make a note of the make, model and all serial numbers detailed on your belongings, so that if property is lost or stolen you have all the information needed to be given to a member of staff or the police.

- Do not be afraid to challenge strangers, “Can I help you Sir or Madam; I’ll just let the Head of House know that you’re here”, will normally unsettle the most confident of thieves.
- Conduct yourself quietly and sensibly as you travel around Bathurst and go to the nearest shop and ask for help if you feel threatened in any way.
- Never get involved if someone wants to start a fight.
- Remember road safety is really important. Cross roads safely, making sure you look both ways first and do not dawdle in the road as cars can come around corners faster than you think. Even on College grounds, do not assume that the school grounds just belong to you!
- Show respect for others while moving around Bathurst. This will minimise the chance of you getting yourself in a precarious situation and will help preserve the good name of the College.
- In the evenings and always when you are in town, go in pairs, never alone.
- Do not go into areas which you know are out of bounds and observe curfew.
- Do not head for home or elsewhere if it means you will be leaving someone behind alone.
- Do not be flash with your cash or mobile phone.
- If you are targeted by a robber do not place yourself at risk of injury. Items such as a mobile phone are not worth getting hurt over. Hand it over and try to remember as much as you can about the thief. The Police will want a description.
- If you are worried, frightened or think you may be in danger, call 000.
- Report any areas or situations of concern to a member of staff as soon as possible. Do not delay reporting and incident just because you think you may get into trouble.
- Respond promptly and sensibly to Fire Alarm activations. Follow the instructions given by members of staff.
- All electrical items in houses must be tested at least once per year and this applies to portable appliances brought into School. Any non-tested appliances should not be used and may be removed by house staff until they can be tested.
- Do not leave items of value lying around.
- When entering or leaving a building, make sure the door is closed so that outsiders cannot just walk in.

SEARCH

The College seeks to maintain an environment that is safe for all students and in which learning can take place. To that end the College staff members may search the student’s bag, locker, electronic devices, dormitory or other possessions and carry out surveillance and monitoring including electronic devices and networks.

SLEEP

Sleep allows students to gather the physical and mental 'recharge' needed to participate in a busy school life. On weekends and exeats, students must be mindful of the need for sleep. Late nights establish a sleep debt which is difficult to overcome. The consequences of this seriously reduce a student's capacity to productively manage academic and co-curricular activities. There needs to be a general acceptance by students that having the right amount of sleep is important, and we encourage parents to discuss this with their children.

SUN SAFETY

Exposure to the sun during adolescence significantly increases the risk of developing skin cancer in later life. Boarders must ensure that they avoid unnecessary harmful exposure to the sun and wear appropriate protection when exposed to the sun, including:

- Shirt (long-sleeved if possible)
- Hat (wide-brimmed) or cap for specific sports
- Sunglasses (close-fitting)
- Sunscreen

T

TERM DATES

Information about Term Dates is published on the Parent Portal and in the Senior School Handbook.

TRANSPORT

Travel and Holiday Arrangements

The State Government provides free travel with the School Student Transport Scheme (SSTS) between home and boarding school for all boarding students who reside in NSW at the beginning and end of term, mid-term breaks and other occasions where appropriate.

Except for charter coach bookings, travel is organised by parents through the Trainlink call centre on 132232.

New boarders who elect to travel by Transport for NSW services throughout the year will be required to fill out an application form for a Boarders Pass.

Current boarders issued with a Boarders Pass with an expiry date will need to renew it. It is strongly advised that where possible, this be done before the summer break. Scans of the front and back of the pass may be required to receive the travel concession.

Students are permitted to travel to and from school by other methods of public transport, e.g. airlines, but this is at their own cost.

Boarding students are generally not permitted to travel to and from school while another student is driving apart from a few exceptions in certain circumstances for siblings of the driver or Year 12 students. Permission will be required by all parties involved. Permission forms can be obtained from the Head of Senior Campus. Please see “Driving”.

Concession Pass Applications

The link to the Transport for New South Wales Boarders Pass application is Application for Free Boarder Rail Pass (transportnsw.info)

Fill out the form electronically, then save it to your computer/server (using a different name) then email to andrew.maher@scotsallsaints.nsw.edu.au.

A scan of a filled out hard copy of the form is acceptable, and advisable in view of some technical issues that have been encountered.

Travel Requests

Leave needs to be approved by the Head of House before a travel booking is made. Please request leave and book travel arrangements as early as possible. In some instances, such as travel outside the Friday-Monday period, the College may need to supply letters of authorisation, and these need some time to prepare.

Charter Coaches

At major breaks, the School Student Transport Service organises travel for boarders. The Transport Officer will notify boarder parents of the closing date for requests. The SSTS office will assign boarders to end of term travel either on a coach chartered by them, or a scheduled Trainlink service. Some parents prefer a charter coach where available. Once a booking is confirmed by Transport for NSW, changes to arrangements are made through the Trainlink Call Centre. The amount of time taken up cancelling confirmed bookings, or changing them, is a matter of concern to both the College and Transport for NSW, and parental co-operation in keeping alterations to a minimum is sought.

If you have any questions or need assistance, please contact our transport officer on (02) 6331 3911 or karen.smeed@scotsallsaints.nsw.edu.au.

Luggage Restrictions most transport services

- Only two pieces of luggage per student on these services.
- Maximum 20kg weight and not exceeding 60cm height/70cm length and 50cm width.
- If there is an excessive amount of luggage to be transported, you will need to organise alternative travel arrangements.
- No bikes, surfboards, guitars, etc.
- The specific terms and conditions for your method of transport should be checked at the time of booking as these are subject to change.

Travel Arrangements

The Boarding House requires leave requests to be submitted via REACH for each holiday period.

Note:

The arrival for most terms will also include a parent function. Special parent/teacher interviews for Boarding parents occur at the beginning of Terms 2 and 3. In general, the Boarding House will be opened and staffed from 3pm onwards on the day before College starts.

The end of the term is a busy time and we expect that students attend all classes and events. There are circumstances where travel arrangements do not allow this but we ask that parents

make every effort to adhere to the end-of-term timings so students do not miss valuable learning time.

International students are responsible for their own travel bookings. However, where possible, assistance will be given. Copies of airline tickets must be submitted to the Head of Boys or Head of Girls Boarding as soon as possible.

During holiday periods, rooms are expected to be left clean and tidy so that a thorough clean can be done by the cleaning staff. There are times when camps may come into the Boarding House and arrangements for the storage of personal belongings will be communicated well in advance.

U

UNIFORM

It is the responsibility of boarders to ensure their uniform (daily academic uniform and sport uniform) is clean, correct and in good repair.

The College places emphasis on wearing uniform with pride and with a sense of corporate responsibility.

In the same way, the College expects that students will keep their hair neat, groomed and clean when in uniform.

Failure to observe these expectations will result in consequences such as detention or not being able to take to the field or court for a College sport team.

Information about what uniform to wear and the uniform shop is available in the Senior School Handbook. Uniform items can be ordered online and be delivered to boarders at the Senior School.



V

VISITORS

Boarders are most welcome to have visitors come and see them on campus outside of school hours on the understanding that the following expectations are observed:

- Visits are only scheduled after school hours from 4pm to 5:00pm or on weekends from 9am to 5:00pm.
- Visitors must inform the Head of House or the Residential Assistant on duty, at a minimum, of their desire to visit campus to see a boarder.
- All visitors must observe normal courtesies, good manners, appropriate behaviour and compliance within College regulations is expected to be observed by visitors.
- If a visit is approved, all visitors must wait outside the entrance to a boarding house to meet a boarder.
- The boarder who is receiving a visit must introduce their visitor to the staff member on duty.
- If a boarder is looking to spend time with a visitor on campus, the only location where this can occur is outside the boarding house on the outdoor furniture located in the vicinity of the boarding houses.
- Visitors are not permitted to enter a student's room or dorm except when a parent is assisting with start of term drop off and they arrive within the two designated drop off time.
- Boarders are not permitted to spend time with visitors on campus suiting in their cars or walking around the campus. This provision is for boarder safety, as well as to enable the person on duty to carry out supervision.
- Parents are welcome to visit their child on campus after school hours (4pm – 5:30pm) and on weekends (9am – 5:30pm).

If visiting the College during school hours on a weekday, all visitors are to report to the Senior School Campus Reception in Karralee.

W

WEEKENDS

Weekend Activities

A weekend activities list is provided to parents and boarders by Tuesday. It outlines the key boarding activities occurring over the next week.

Weekend Routines

Weekend Routines differ a little to Weekday Routines. These differences include:

the possibility of a later wake up depending on when sport is scheduled;

- meals partly had “in House” rather than in the Dining Hall to allow more flexibility given the different movements of boarders;
- Slightly later Saturday night bedtime routines given most boarders are able to sleep in on a Sunday morning; and
- Access to technology starting later in the morning on a Sunday.

Weekend Staff

Each weekend, one of the Heads of House is allocated as ‘on call’. The role of the on-call staff member is to take on all Leave approvals and parent communications across the weekend. This allows other Heads of House some down time on other weekends to ensure they operate at their most effective over the course of the term. Each weekend activities list includes the name and contact number of who is the on-call staff member.

Weekend Town Leave

See “Leave”.

Saturday Local Sport Bus

On a Saturdays in Terms 2 and 3, boarders are able to travel to Bathurst sport fixtures on a bus which departs from the main driveway at quarter to the hour (X:45am/pm).

WELLBEING

Student wellbeing for boarders is supported through a team approach which includes boarding staff, the College's Director of Health and Wellbeing, College Psychologists, College Nurses and the Head of Senior School.

More information about Student Wellbeing at the Senior School is available in the Senior School Handbook. Information about how to connect with the Health and Wellbeing team is available in the Health and Wellbeing Centre section of this handbook.

WORK (Casual/Part-time employment)

See "Employment".

This document is uncontrolled if printed.