Introduction

Welcome to the St Hilda’s Boarding House, where Boarders have made their home at since 1906. Under the leadership of the Head of Boarding, the Boarding House staff fosters a friendly, homely atmosphere.

Because caring for you is a partnership between parents and the Boarding House staff, open communication is encouraged. A strong sense of family and of mutual support is cultivated in all aspects of boarding house life as we strive to provide a vibrant place to be for all boarders that educates and inspires girls for life.

The Head of Boarding, Mrs Leonie Jongenelis, lives adjacent to the campus. Students and their parents are always welcome to visit her, at her office, to discuss any concerns they may have or just to pop in for a friendly chat. Her vision is to maintain a family-oriented environment managed by skilled and professional boarding house staff, who reflect the values and ethos of the School and community.

The St Hilda’s Supervisors who will care for you have a variety of employment, educational and cultural backgrounds and come from both city and country areas. Each supervisor has a unique set of skills which she brings to the School and a wealth of experience in dealing with the care and upbringing of teenagers. They work toward developing girls with tenacity, confidence and compassion.

Pastoral Care is a high priority at St Hilda’s. This is reflected in quality relationships amongst the girls, parents, boarding staff and teachers. Supervisors are carefully chosen for their rapport with young people and their capacity to reinforce appropriate values and behaviour. Supervisors are always available to provide a sympathetic ear, assist with homework and arrange weekend leave.

They are friendly, caring and keen to help you thrive and flourish to make the most of your school life.

Philosophy

The St Hilda’s Boarding House, with Christian belief as our foundation, seeks to:

Provide a positive boarding experience for all boarders.

Deepen a boarder's commitment to values such as understanding, tolerance, personal responsibility and respect for others and their rights.

Provide opportunities for responsibility and leadership.

Provide a safe and physically comfortable environment that will promote and encourage a good study routine.

Foster good communication between the Head of Boarding, Supervisors, boarders and their parents.

Ensure that every boarder receives excellent pastoral care.

Promote an atmosphere of tolerance, trust, empathy, compassion and mutual respect and to foster a sense of respect for the boarding house rules.

Encourage and establish high standards of organisation, punctuality, participation and citizenship, as well as care for both personal property and personal appearance.
The St Hilda’s Boarding House

At St Hilda’s we have one Boarding House that is divided into five areas.

- Balla balla
- Margaret
- Durack
- Molloy
- Capel

Care is taken to ensure a consistent framework across the areas while understanding and supporting the changes in responsibility and maturity of the different age groups.

The Organisation and Management of St Hilda’s Boarding

The aim of boarding at St Hilda’s is to provide a caring and protected environment for the personal and academic development of each boarding student. The boarding house staff work to foster the best values of family life by encouraging tolerance, understanding, inclusion, compassion, empathy, personal responsibility and respect for others and their rights.

Activities

The daily routine of each area provides appropriate free time. Boarders have access to a range of activities within the Boarding House, and cocurricular activities which are organised by the School.

Boarders are given age-appropriate access to newspapers, television and videos, etc. as well as Internet and e-mail access in accordance with the School’s policy.

A Recreation Officer is responsible for the organisation of a variety of interesting and fun activities on either Friday or Saturday nights and a more casual outing for Sundays. These activities are not compulsory, although if the girls are staying in at the weekend, they are encouraged to participate.

Please note: the organisation of activities is made in advance so, if you do sign up for an outing, the expenses will be charged to your account regardless of attendance.

Chapel Services

Chapel services are held in the School Chapel on Tuesday evenings. The services are prepared by the School Chaplain and the Boarding Prefects. The services are varied and interesting and all Boarders are expected to attend.

A respectful standard of dress is required. (Neat casual clothing with appropriate footwear is suitable). Parents, relatives and friends are very welcome.

Dining Room

Boarders eat together as a community in the Dining Room. The evening meal is served at 6pm and it is expected that you will attend meals. Neat casual clothing is required. Pyjamas are not acceptable in the Dining Room. For safety reasons footwear must be worn at all times. While most meals are served cafeteria style in the Dining Room there are a number of formal dinners held throughout the school year. Your parents are welcome to dine with you at any time; however, formal dinners are usually by invitation only. As a courtesy, please advise the Supervisor on duty or Boarding Reception if your parents would like to have a meal with you. Early breakfasts, late dinners and packed lunches can be arranged by speaking with your Supervisor.

Travel Arrangements

Bookings may be made through the Boarding Office, and your parents need to arrange payment. The cost of international and interstate tickets cannot be charged to your account. It is best that bookings are not left until the last minute and, if possible, not changed or cancelled once made.

Mid and end-of-term travel bookings need to be made at least two weeks prior to the date of departure. The School expects all girls to attend classes until the end of term or mid-term. Please check the school calendar for holiday and mid-term breaks and book all flights well in advance.

Except in very special circumstances, no girl will be permitted to leave the Boarding House early or return late. When making travel arrangements please be aware that girls may not leave or enter the Boarding House after 11.00pm or before 7am.

Parents (at their expense) may request the School to arrange for someone to take and/or collect their daughters from the airport, bus or train station.
Communication

Staff
St Hilda’s School
Boarding Office
• Head of Boarding 08 9285 4100
• Assistant to Head 08 9285 4100
• Fax 08 9285 4125

House Supervisors
• Boarding Reception 08 9285 4226
• Durack 08 9285 4146
• Molloy 08 9285 4117
• Capel 08 9285 4231
• Ballaballa 08 9285 4228
• Margaret 08 9285 4142

Fax Lines
• Reception 08 9285 4134

Health Centre
healthcentre@sthildas.wa.edu.au

Guardians and Emergency Contacts

It is important that ALL parents appoint a guardian who can be contacted in an emergency where it is impossible to contact parents directly. For parents who live overseas this is particularly important and the guardian should reside in Western Australia, preferably within easy access of St Hilda’s.

Parents should ensure that the named guardians are fully aware of their responsibilities. Guardians should:
• Have in loco parentis authority in order to sign for medical treatment,
• Be able to collect the student from school and care for her if she is ill for more than three days in the absence of parents,
• Be able to collect and accommodate the student at exeats and half-term breaks, if parents are unable to do so, unless alternative arrangements have been made,
• Be able to collect and accommodate the student should the School deem it necessary and parents are unable to do so.

Telephones

All outgoing boarding house public phones operate using reverse charges and no telephone calls can be received during homework preparation times.

In consideration of fellow boarders, calls are limited to 10 minutes.

Contacting Students

<table>
<thead>
<tr>
<th></th>
<th>Incoming only</th>
<th></th>
<th>Outgoing only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durack</td>
<td>08 9284 2375</td>
<td>Molloy</td>
<td>08 9284 2136</td>
</tr>
<tr>
<td></td>
<td>08 9284 3040</td>
<td>Ballaballa</td>
<td>08 9384 4876</td>
</tr>
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<td></td>
<td>08 9284 3345</td>
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Mobile Telephones/Electronic Equipment

The use of all electronic devices is permitted under the following guidelines:
• The School does not accept any liability for lost electronic equipment.
• Mobile phone numbers need to be registered with the boarding office at the beginning of term.
• Mobile phone usage (incoming and outgoing) is restricted to the same times as boarding house phones i.e. not during prep, meal times or after bed time.
• Mobile telephones and all other electronic devices for Years 7-10 will be collected each evening by the Supervisor to ensure girls are not disturbed after lights out. These items can be collected from 7.00am the next morning.
• Direct access to Internet via mobile can put students at risk. Please consider whether this access is necessary for your daughter. If student conduct is found to be inappropriate via this direct access, the device will be confiscated and discussion will be held with parents.

Mail

Email is an easy, efficient and timely form of communication for contacting both your daughter, boarding and school staff.

Every boarder loves to receive a real letter. Letter writing is an important form of communication and is often overlooked. Please try to write a letter, send a card or even a postcard from time to time and encourage family and friends to do so as well. Your daughter will love this and the odd care package will be received with great enthusiasm.

Letters are forwarded directly to the Boarding House for collection after school. Parcels are collected from the Boarding Office and should be addressed as follows:

The Boarding House
St Hilda’s Anglican School for Girls
PO Box 34
Mosman Park WA 6912.

Or

The Boarding House
St Hilda’s Anglican School for Girls
24-26 Bay View Terrace
Mosman Park WA 6012

Your daughter’s e-mail is: (first name.surname)@sthildas.wa.edu.au

e.g. mary.smith@sthildas.wa.edu.au
Boarders’ Welfare

Pastoral Care

Who to turn to?

If you feel alone and do not know what you can do to solve your problems, there are people who can help.

- Your parents and friends may be able to help. There are Peer Support Leaders and Mentors who may understand from personal experience what you are going through.
- The Health Centre Sisters will be ready to listen and may be able to help.
- It may be that your Supervisor or tutor can help.
- The Head of Boarding, the Head of Year and the Chaplain are available to discuss any issues with you. An open door policy is employed and boarders are always welcome.
- Do you know there are School Counsellors who can be a great support and can offer helpful advice? The School Counsellors are found in the Una Mitchell building in Student Services.

Whatever happens, don’t suffer in silence. Help is available.

Orientation

As a new boarder you will have an opportunity to become familiar with the Boarding House before the commencement of term when you, along with your parents, will meet many of the people who will play an important role in your school life. The Head of Boarding, Supervisors and senior boarding students are present to help familiarise you with your new home. The overnight orientation program provides a way for parents to meet new boarding parents and to develop some insights into the boarding and school environment. Please note: the first two weekends of Term 1 are closed for leave to Years 7 and 8 students.

Peer Support/Mentor Program

The Peer Support/Mentor program is designed to help you, as a Years 7, 8 or new boarder, settle into the life of the School. Each week you will meet with your support leaders or mentors for a range of activities and discussions. The Year 11 students involved in this program have been carefully selected after participating in the Leadership Training program at the end of Year 10.

Health Centre

healthcentre@sthildas.wa.edu.au

The Health Centre is open during the school week from 8am - 5pm.

A registered nurse provides health assessment, education, and treatment during the school day. When a student requires further assessment and treatment by a primary care provider, the nurse will assist in scheduling an appointment, arranging transport, communicating concerns and coordinating care with the provider.

Students who are deemed too ill to be adequately cared for in the Boarding House outside of these hours are best cared for either at home, by a guardian, or by an approved host. If these options are unavailable, every effort is made to ensure that they are well cared for.

Students may need to take a taxi unaccompanied to appointments scheduled during the school day if a parent or nominated host is unavailable. Please discuss your needs with the Health Centre. Accompanied transport for younger students can also be arranged the cost is charged to parent accounts.

Doctors

A doctor routinely visits the Health Centre once a week on a Tuesday at 1pm. Students whose parents wish to nominate a different doctor will travel to their appointments by taxi. All cab charges for medical and other appointments will be issued by nursing staff.

Accounts

Each student has an account with Mosman Drive In Pharmacy, located in Mosman Park. The pharmacy provides a daily service for prescriptions and orders for pharmaceuticals.

Medical Appointments

If any appointments are needed for your daughter’s health, please contact the Health Centre for advice or assistance in arranging appointments or choosing health professionals. We are happy to provide you with names of Doctors and other services in the local area. If appointments are made by parents, please ensure they are made for outside school hours where possible and inform the Health Centre of the date, time, address and travel arrangements.

The Health Centre staff will contact parents if their daughter spends the whole day in the Health Centre or needs referring to other health professionals. If parents have any concerns regarding their daughter’s health, please ring the Health Centre on 9285 4235.

Emergency Medical Treatment

It is important that you have ambulance cover as a minimum. There may be a need to use this service. If it is necessary to contact a doctor after hours; the Boarding House uses a locum service, the local after-hours medical clinic and the emergency department of the local hospital. Private health cover for students is strongly recommended.

Medication

You are asked not to keep medication of any kind in your rooms except where self-medication procedures have been approved by the Health Centre. Medication must be handed to the Health Centre nurse or Supervisor who will dispense it accordingly.

Caffeinated Drinks

In the interests of student health highly caffeinated drinks are not allowed in the Boarding House. If your daughter brings these drinks into the Boarding House they will be removed.

Missing School

If you are feeling too sick to attend school, you need to see the health centre sister who will decide if you need to stay in the Health Centre. Students who have afternoon or evening commitments, such as sport, shopping or an outing, must attend school all day in order to participate.
Boarding House Facilities

The Boarding House is a purpose-built facility, with bright open common areas and comfortable and welcoming bedrooms. The building is fitted with alarm systems for both fire and security.

The Boarding House has facilities for relaxation, e.g. pool and table tennis tables, Chess, Monopoly and other games; television, DVDs, and video players.

The school swimming pool is a popular treat in the summer months!

Boarders have access to the facilities and resources of the School after hours and at weekends. These include the School Library, the Information and Technology Centre and the music practice rooms.

The Library remains open on weekdays until 9pm and many of the sporting facilities are available for use by boarders after school and at weekends.

The Boarding House has a well-equipped fitness centre which the girls may use, before and after school and at weekends.

Laundry

The laundry is open each weekday after school until 6.00pm and at weekends between 8.00am and 8.00pm

- Boarders may send school shirts and summer skirts to the school laundry service each week. Winter skirts may be sent for dry-cleaning three times a term. If dry-cleaning is required more frequently, then the cost will be charged to the student’s account. Blazers may be sent to the laundry for dry-cleaning. The cost of this will be charged to the student’s account.
- The laundry service will also wash weekly: bed sheets, pillow slip and bath towel for each student.
- Students are responsible for washing their own personal laundry.
- Please ensure all belongings are clearly named. A black laundry marker works extremely well on all belongings.
- The School laundry does not accept any responsibility for damaged or lost items.

Library

The School Library is open until 9.00pm Monday, Tuesday, and Wednesday and Thursday and for Boarders to use at the weekends during the day from 2.00pm to 5.00pm. For safety reasons students choosing to study in the library in the evening must arrive from the boarding house by 7.00pm and may only return to the boarding house at either 8.15pm or 9.00pm. At night boarders may not leave the library alone.

Tutoring Centre

Boarders may attend the Tutoring Centre after school during the week, when senior school teachers from all major departments are rostered to provide personal assistance to students. A timetable is displayed in the Tutoring Centre.

Gym

The Boarding House has a small gym that is available between 7-8am and 3.30-6pm weekdays and on request over the weekend. The School has a fully equipped Fitness Centre – see Website for details.

Leave Policies

It is important that, as a Boarder, you are aware that while the process in gaining permission to take leave from the Boarding House may seem complicated, it is designed to protect you. Please be understanding about the responsibility and difficulties that your supervisors face when processing your leave requests. It is not as simple as it is at home. It is very important that the policies outlined below are followed.

- Year 7 and 8 girls remain in the Boarding House for the first two weekends of term.
- At the beginning of each school year, girls in Years 9 -11 are encouraged to spend the first two weekends in the Boarding House.
- You need to ensure that your room is tidy before taking leave. It may be necessary for you to return to your room to tidy it before leave can commence.
- You must use the REACH leave system for all your leave requests. There is a special App for your telephone which makes this very simple.
- You must be signed in and out by a Supervisor and an approved host or parent.
- Only family members, who have special permission from the Head of Boarding, and your parents, may take you on overnight leave if the host is under 21 years of age.
- If you take leave other than with a parent or host you must always be accompanied by other students. Exception must be discussed with the Head of Boarding.
- If permission has been granted for a student to travel unaccompanied it is the responsibility of the parent or host to telephone the Boarding House to confirm the student’s safe arrival. All unaccompanied students must carry a mobile phone which is charged and has credit and must remain on until arrival.
- Leave during homework time Monday to Thursday evenings from 7.00pm is restricted to parents and guardians only.
- If a person requests to take you out confirmation via REACH is required from your parents.
- It is your responsibility to ensure that supervisors know where you are at all times.
REACH School Boarding Leave System.

REACH coordinates Leave Request procedures for School Staff, Parents, Hosts and Boarders by creating an easy to use, paperless system that you can access from anywhere at any time and from any device. REACH is available for you to use from any PC or mobile device 24 hours a day, 7 days per week.

REACH is accessed via your Web Browser. This means that your PC, your Tablet and your Smart Phone can access REACH at any time provided you are able to connect to the internet.

Help and Support is available to all Reach Boarding School Software users at all times if needed. http://support.reachboarding.com.au.

Information along with log in details are sent to all new families at the commencement of their boarding journey.

Visiting Permission List
This is a list of approved visitors with whom may visit you on campus and take leave without the boarding staff needing to confirm with your parents. If the visitor is not on the visiting list then confirmation will be required from your parents. Your parents must complete a new visiting permission list each year.

Holiday and Mid-Term Breaks
These are shown in the school calendar and unless otherwise stated commence from 3.30pm. Parents are asked to try to make travel plans as close to these dates and times as possible. The School requires that all girls complete the organised school program.

Terms 1, 2 and 3 belongings may remain in the bedroom. It is sensible to take home anything that will not be required for the next term. Less is best in boarding! Term 4 rooms must be completely emptied and all belongings returned home.

The Boarding House is open from 3.30pm on the day of return. Please note supervision is not available prior to this.

Early Arrivals and Departures at Term and Mid-Term Breaks
To ensure maximum safety and supervision of the girls, it is essential that the Head of Boarding is notified of all travel arrangements. The boarding reception can be contacted for notification of both early arrivals and late departures.

Please note that students may not enter or leave the Boarding House after 11pm or before 7am. This ensures that other students are not disturbed. Guardians and hosts are asked to help with the student’s travel plans. In exceptional circumstances where a student has no alternative but to leave outside of these times, then the cost of staffing the departure or arrival may need to be charged to the student’s account.

Expected return times:
Sundays and Commencement of Term
Years 7 to 11 - 8.00pm
Year 12 - 9.00pm

Day Leave (Friday and Saturday)
Years 7 to 10 - 9.30pm
Years 11 and 12 - 10.00pm

Leave return times are designed to minimise the disturbance of the girls in the Boarding House. Exceptions to these times must be discussed with the Supervisor involved.

Balls and Dances
All students attending balls, dances or concerts (other than the St Hilda’s School Ball) must take overnight leave with a parent or approved host. Girls who wish to attend evening activities (for example socials and river cruises) organized by St Hilda’s, must return to the Boarding House by 4pm on the day of the activity and may not take leave again until the morning after. Appropriate dress is required. Appropriate dress is at the Supervisor’s discretion.

Beach Leave - Cottesloe Only (Terms 1 and 4)
Beach leave may be taken by Years 10, 11 and 12 Boarders, only after written parental permission has been received. All girls must travel in the company of at least two other girls. Girls may take beach leave for three hours at the weekends, returning by 4pm. Girls must comply with the conditions on the parent permission form and ensure adequate sun protection. The conditions require that swimming will only occur at Cottesloe beach and only between the lifeguard flags.

Shopping
Weekdays
Years 7 - 10
3:30pm to 5:00pm to Coles in Mosman Park
Years 11 and 12
3:30pm to 5:00pm to Coles in Mosman Park or Cottesloe Central

Saturdays
Leave must be taken between 9am and 4pm for Yr 7-10.
Years 7 - 8
Term 1 Weeks 1 - 2: Two-hour trip to Coles in Mosman Park or to Cottesloe Central in company of peer support students or Supervisor.
Term 1 Weeks 3 - 10, Terms 2 and 3: Two-hour trip to Coles in Mosman Park or to Cottesloe Central
Term 4: One Three-hour trip to Cottesloe Central, Claremont, Subiaco or Fremantle. (Year 8 Only)

Year 9
Terms 1 and 2: Three-hours Cottesloe Central, Claremont, Subiaco or Fremantle. Terms 3 and 4 once per term: Four-hour trip to Perth City

Year 10
Four hours: Claremont, Subiaco or Fremantle, Perth City. May take one six-hour movie leave per term to Perth City.

Year 11
Six hours between 9am – 5.00pm: Claremont, Subiaco, Fremantle or Perth City.

Year 12
9am – 5pm - Claremont, Subiaco, Fremantle or Perth City.

Years 7 – 9 must travel in groups of three.
Years 10 – 12 must travel in pairs.

Sundays
All shopping leave is at the discretion of the Supervisors. City shopping and movie leave between 10am and 4pm may be granted to Years 11 and 12 girls at the Supervisor’s discretion.
Routines

Bedtimes

These times are based on the latest research on the amount of sleep required by teenagers:

**Week-nights: (Sunday evening is viewed as a week-night)**

<table>
<thead>
<tr>
<th>Year 7</th>
<th>9 pm</th>
<th>Quiet Time</th>
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<tbody>
<tr>
<td>Year 8</td>
<td>9.30 pm</td>
<td>Quiet Time</td>
</tr>
<tr>
<td>Year 9</td>
<td>9.45 pm</td>
<td>Quiet Time</td>
</tr>
<tr>
<td>Year 10</td>
<td>10 pm</td>
<td>Quiet Time</td>
</tr>
<tr>
<td>Year 11</td>
<td>10.15 pm</td>
<td>Quiet Time</td>
</tr>
<tr>
<td>Year 12</td>
<td>10.45 pm</td>
<td>Quiet Time</td>
</tr>
</tbody>
</table>

**Weekends**

| Balla balla | 9 pm | Quiet Time |
| Margaret | 9.30 pm | Quiet Time |
| Year 10 | 9.45 pm | Quiet Time |
| Year 11 | 10.30 pm | Quiet Time |
| Year 12 | 10.45 pm | Quiet Time |

**Daily Routine**

Normal Routine during the week

**Week-Day Mornings**

- 7.00am Wake-up call all Years.
- 7.00 – 8.15am Breakfast once beds are made and rooms tidied
- 8.20am Girls leave Boarding House for School

**Week-Day Evenings**

- 3.30pm Girls return from school – girls change into casual clothes
- 3.30pm Girls sign out for leave for sport, shopping or cocurricular activities
- 6.00pm Dinner
- 6.45pm Homework – Prep
- 8.15pm Supper all Years
- 8.45pm Reading Time/or Prep resumes
- 9.00pm Bedtime/Reading Time or Prep continues. Lights out as for Bedtime Routines.

**Weekends - Saturday**

- 7.00-9.30am Breakfast
- 12.30pm Lunch
- 2.00-3.00pm Library
- 6.00pm Dinner

**Weekends - Sundays**

- 7.00-9.30am Breakfast
- 12.30pm Lunch
- 2.00-3.00pm Library for Year 7 and 8
- 6.00pm Dinner
- 6.45pm Quiet Time – Organisation for school week

All living areas are out of bounds after lights out. Lights out may be extended on Friday and Saturday nights at the supervisor’s discretion, by half an hour only.

Homework

The amount of homework given to students varies according to their age and the subjects they choose. All girls have compulsory prep periods. The length of these times depends on the Year group. However, Years 7 to 10 can expect at least one to two hours of homework preparation time per evening while senior girls are allocated two to three hours per evening. Prep begins after dinner at 6.45pm and continues until 8.15pm when senior girls break for 30 minutes and Years 7 to 10 begin to get organised for School for the next day and for bed. Senior girls return to their studies for a second session of prep. All Boarders have access to the Library and technology facilities after school hours. The School also offers free tuition in English, Maths, Science and History after school to any student who wishes to use the Tutoring Centre.

Naturally some girls will need more time to complete their work than the allocated prep times. Girls find that they can study before and after school and many take advantage of the Library at weekends. Sunday night is regarded as a time to prepare for the school week.

Homework Preparation Times (Prep)

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Prep</th>
<th>Supper</th>
<th>Prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7, 8 &amp; 9</td>
<td>6.45pm - 8.15pm</td>
<td>(Supper)</td>
<td>8.45pm - 9.15pm May continue at supervisor’s discretion.</td>
</tr>
<tr>
<td>Year 10</td>
<td>6.45pm - 8.15pm (Supper)</td>
<td>8.45pm - 9.45pm May continue at supervisor’s discretion.</td>
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<tr>
<td>Year 11</td>
<td>6.45pm - 8.15pm (Supper)</td>
<td>8.45pm - 10pm May continue at supervisor’s discretion.</td>
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<tr>
<td>Year 12</td>
<td>6.45pm - 8.15pm (Supper)</td>
<td>8.45pm - 10pm May continue at supervisor’s discretion.</td>
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</tbody>
</table>

To minimise disturbance to other students during prep, girls in Years 9 to 12 are expected to remain in their bedrooms during the designated homework period. They may visit tutors or the Library with the Supervisor’s permission. Girls who wish to study after lights out should make this request to their Supervisor.

Belongings

The Boarding House operates on a system of trust but, from time to time, there are problems of missing belongings or belongings which have been mislaid through carelessness. To minimise this, the following is essential:

- **Please label all belongings.** The Supervisor can provide a permanent marker on request.
- Money, purses, electronic devices and other valuable items must not be kept in bedrooms unless they are kept in the locked safes provided.
• It is essential that all large sums of money or other valuables are given to the Supervisor who will lock it in the safe provided in the boarding office, or to the Head of Boarding for safe-keeping. The School cannot accept responsibility for money or other valuables left in the Boarding House.

• Insurance of personal belongings is the responsibility of parents. The belongings of Australian students are usually covered by the household contents’ insurance cover held by their parents. However, it is recommended that overseas students consider taking out personal contents’ insurance.

• Please hand passports and tickets to your Supervisor or the boarding office for safe-keeping.

You may leave your belongings in your rooms for the first three terms of the school year (provided that the items are neatly stored away). In exceptional circumstances, and with the permission of boarding staff, you may store a case and/or a box in the case room.

Computers

Personal computers are recommended for senior students only. Each bedroom has an access point for a personal computer which can be networked to the school system. As a Boarder you are expected to use your computer appropriately. A technology usage contract is signed by all students at St Hilda’s and it outlines this responsibility for the use of all electronic devices. It is a requirement of the contract that all internet usage is accessed via the School network. If the contract is not adhered to, the privilege of using a personal computer in a bedroom may be withdrawn.

Clothing List and Other Requirements

Please ensure all items are clearly labelled

• Casual clothing, including umbrella and rain jacket
• Nightwear
• Swimming towel, bathers, hat and sunscreen
• Toilet bag and personal effects including nit comb and conditioner
• Drinking mug, plate, bowl, fork and airtight container for food
• 1 large mesh laundry bag for clothes and 1 small mesh laundry bag for washing socks, bras & underwear, washing powder
• Coat hangers
• Whiteboard markers, thumb tacks and you might like personal craft items
• Headphones, Torch and batteries
• Permanent laundry marker/stick on labels with name
• King single or double bed Doona (Quilt) and cover
• Pillow and two pillow slips
• Two sets of King single size sheets (107cm x 204cm x 30cm)
• Two bath towels
• A cuddly toy or two, photos of family, pets and friends
• Brown Shoe Polish for school shoes
• Year 7 and 8 girls in Balla Balla will require a curtain for privacy, measurements - 107cm wide by 205cm drop (please ensure that it has either button fastenings or detachable rings).
• Small Digital Alarm Clock
• Water bottle and lunch cooler bag for excursions.

Conduct: Boarding Expectations

Boarders are expected to take responsibility both for themselves as individuals, and as members of the boarding house community. St Hilda’s expects girls to maintain a high level of personal integrity and moral standards and girls should conduct themselves in a courteous and thoughtful manner which contributes positively to the harmonious day-to-day management of the Boarding House. Good manners and an awareness of the rights and needs of others are essential.

These rules help to make the boarding community a place of which we are all proud and within which we can live happily, safely, and productively. Students should arrive prepared to abide by all expectations and rules.

It is important to remember that these rules were made for teenagers living in a group situation.

Breaches of Trust

The Boarding House staff strive to develop a relationship based on courtesy, mutual trust and open communication with the students in their care. The guidelines and rules of the Boarding House are based on three concepts—Duty of Care, Cooperation and Consideration. Parents and girls are asked to cooperate by observing the following guidelines and so contribute to the guidance and well-being of the Boarders, and of the whole school community. Parents will be notified of serious infringements.

Three important rules must always be observed:

• Boarders must inform their Supervisors of their whereabouts at all times. Girls may never leave the school grounds without permission from either their Supervisor or the Head of Boarding.
• The use and/or possession of non-prescription drugs, alcohol or tobacco are major infringements which will not be tolerated.
• Girls may not be outside on the school campus after 6.45pm or after dark in winter.

Our discipline is based on care, concern and mutual responsibility. The guidelines allow for temporary or permanent exclusion of students who fail to respond to the boarding house directives. Equally important are the process of reconciliation and the restoration of good relations that begins when problems of misconduct have been worked through and righted. Every attempt is made to assist students to carry on their lives at St Hilda’s in a climate of trust.

Dress Standards

All girls are required to dress in an appropriate manner when taking leave or attending activities or excursions. Dress standards are discussed with the girls and are at the discretion of the Supervisors.

Graffiti and Wilful Damage

Students must not graffit or wilfully damage Boarding School property in any way. The costs of repairing property will be charged to the student’s account and parents will be notified.

When allocated to a new bedroom, students must notify staff immediately of any damage or graffiti to avoid confusion regarding responsibility.

No posters, blu-tac, pins or thumb tacks are to be affixed to painted surfaces or ceilings.
Fly screens have been installed for health reasons. They must not be removed. A fee of $20 will be charged to the student’s account to repair and replace screens deliberately removed.

Policies

Boarder Activities

Boarder activities are charged from the student’s “Mystudentaccount” card. This card is the SmartRider card which also serves as a St Hilda’s student identification card and library card. It can also be used at the Canteen and St Hilda’s Shop.

The “Mystudentaccount” card enables parent to monitor recreational activities and other on-campus purchases. Funds are deposited into the student account using electronic banking.

Appropriate behaviour is expected of all girls on or off the School campus. Inappropriate behaviour may be consequence by forfeiting the opportunity to participate in further organised activities.

Electrical Appliances

You may bring hairdryers, radios, CD players, computers, etc to school. To ensure that they do not disturb others it is essential that all boarders use headphones during homework time. Heaters, fans, electric blankets and personal televisions are not permitted in the Boarding House.

Fitness Walks or Runs

Weekend

Years 8 – 9 may take a one-hour walk in a group of three between 9am and 4pm off campus at the discretion of staff. A mobile phone must be carried.

Years 10 – 12 Walks or runs may be taken at the discretion of the Supervisor. You must return within three hours. You must always be in pairs and carry a mobile phone.

Afternoons: 3.45pm to 5pm

Years 8 – 9 may use the local area in groups of three. Girls must have permission each time from their supervisor before signing out. A mobile phone must be carried.

Years 10 – 12 may use the local area in pairs. A mobile phone must be carried.

Morning

Walks or runs may be taken in the between 6.30 and 7.30am. You need to notify your Supervisor the evening before a planned walk or run. It is required that you record your departure and return times in the sign out book at boarding reception.

Please note: All Year 7 off campus movement is at the discretion of the Supervisor and in keeping with the duty of care.

Inappropriate Material

The Boarding House is home to a wide age range of girls and some concepts are inappropriate for younger members. Please do not bring material such as magazines, CDs, videos, or DVDs which may contain profanities, extreme violence or sexually explicit concepts. Material considered offensive will be removed.

Make-up and Hair Cuts

Girls in Year 8 and upwards may use light make-up when not in school uniform. Extreme haircuts, colour rinses or tints, tattoos and body piercing other than in the ear lobes are not permitted.

Mobile Telephones

Please adhere to the following rules regarding mobile phone use:

• You must not use your mobile telephones during homework sessions or after lights out.
• You may not use your mobile phones in the Dining Room, Chapel or the Library.
• Mobile phones and chargers and other electronic devices need to be kept in your safe when not in use.
• Mobile telephones in belonging to girls in Years 7 to 10 will be collected each evening by the Supervisor to ensure girls are not disturbed after lights out. The telephones can be collected from 7.00am the next morning.
• Mobile phones and other electronic devices may be confiscated if a problem occurs.

Pets

Girls may bring fish in small bowls and tanks to keep in their rooms. They take complete responsibility for their pets.

Pocket Money

Students are required to have an individual ATM Card Account. We suggest that students receive between $50 and $100 per term depending upon their age.

Pool

Swimming pool access:

Organised lessons are available every day – see St Hilda’s Swim School at www.sthildas.wa.edu.au

At other times:

• Years 7, 8 and 9 to be accompanied at all times by a supervisor
• Years 10, 11 and 12 to go in three’s
• Maximum time is two hours (taking into consideration the sun factor)

The Pool will be opened on Sundays by the Supervisor and Pool Attendant in Terms 1 and 4 at agreed times.

Privileges - Year 12

Dinner and entertainment leave is granted at the discretion of the Head of Boarding, provided it takes place on Friday or Saturday nights. Dinner leave will not be granted without prior parental permission. Girls must always be in the company of at least two other girls. Please submit all requests for dinner leave to the Head of Boarding by Friday 3.30pm. Dinner leave will be granted only to Subiaco, Claremont and the local area. A staff member will make reservations for dinner and ensure a taxi is booked to and from the destination.

Leave may be granted for up to three hours duration. All girls will return by 10.00pm. Year 12 also have swimming privileges (see under Pool) and extended shopping leave.
Skype User Policy

This Policy sets out the guidelines for safe and appropriate use of Skype for the St Hilda’s boarding community

- All Skype Users must have signed parent permission to use Skype in the Boarding House.
- All Skype Users must sign this policy agreeing to the terms of use.
- The use of Skype in the Boarding House may only take place in the designated telephone booths.
- Only one Skype User at a time in the Telephone booth (unless the girls are sisters).
- Skype use is subject to the same conditions as that of mobile telephones, no access will be given during prep times or before bedtimes.
- Skype Usage or any other inappropriate use of a computer in bedrooms or elsewhere in the Boarding House without staff permission will result in the removal of the computer for a designated length of time.

Television

Television is not available during Prep times Monday to Thursday or Sunday evenings for Years 7 to 10. On request the girls may watch the News, which is shown as follows: Channel 10: 5.00pm - 5.45pm. Years 11 and 12 girls may watch TV on Sunday evenings at the discretion of the Supervisor up until 9.00pm.

Friday and Saturday evening television viewing must end by 10.00pm or may be extended at the discretion of the Supervisors, by a half-hour only.

Transport

Bicycles, Cars and Other Transport

Bicycles and cars must not be kept at school by Boarders. Rollerblades, scooters and skateboards may not be used on the school campus and must not be brought into the Boarding House.

P-Plates

Boarders may not accept lifts from a person on ‘P’ plates unless written permission is provided by parents.

Public Transport

Boarders usually may not travel unaccompanied on public transport. An exception is made for Instep and Work Experience and for those with approved employment. All students travelling on their own must have written permission from parents and Head of Boarding. Exceptions to this rule must be approved by the Head of Boarding. Girls travelling alone must have a fully charged, credit positive mobile phone that is switched on at all times. Contact with the Boarding House is a requirement on arrival at destination.

Video Classifications

The following video classifications apply for the Boarding House:

- PG General Exhibition - available to all Years (Years 7 to 12)
- M available to Years 10 to 12
- MA15+ available to Years 10 to 12
- R18+ not available

Visitors

Visitors are always welcome at St Hilda’s. You will be called to boarding reception to greet your visitor and we request that all visitors wear a visitor’s badge. Relatives are welcome to have a meal in the Dining Room with you if visiting during meal times. Please advise the supervisor on duty before entering the Dining Room. It is appreciated that all adult visitors in the dining hall share the responsibility of maintaining good order and manners at the table. Visitors other than adults may visit for a duration of 1.5 hours up until 5.00pm. Male visitors are welcome in boarding reception.

Frequently Asked Questions

For New Boarders

Do I have to keep my room tidy?

Yes! While the boarding house cleaners will vacuum your room every day you will be expected to keep your room tidy and make your bed daily. A casual room inspection is done each morning. Boarders cannot go out on leave until their rooms are tidy!

Who helps me to find my way around when I first arrive?

You will receive a letter from your buddy, and she, along with the Peer Support Leaders or Senior Mentors, will help you to find your way around.

If I have a worry or personal problem to whom can I turn?

You can talk to your Supervisor, the Head of Boarding, the Health Centre Nurses, the Chaplain, and your Form Tutor, the Peer Support Leaders, your buddy or your Boarding Year Representative.

What is there to do on weekends?

The weekends are a mix of organised activities and unstructured time. A recreational officer organises two outings each weekend including socials, movies, sporting events, shopping and ice skating. Years 7 and 8 girls may go shopping at Cottesloe Central, while the older girls can go further afield to Claremont, Subiaco and the city. Those girls staying in for the weekend will enjoy DVD nights and the chance to unwind from their busy week.

What do I do about laundry?

Girls are responsible for washing their own clothes. The laundry is open after school and at weekends. The school laundry staff will wash and iron your school uniform and your bed linen once a week.

What happens if I am sick?

During the day, if you are too ill to go to school you will be looked after by a Registered Nurse in the Health Centre. After school, your supervisor will ensure you are well looked after, however, if you are particularly unwell we will arrange for you to go to a family member or your Guardian.

Will I eat in the Boarding House? Can I keep my own food?

Everyone is expected to eat breakfast, lunch and supper in the Dining Room; however, most students also make food for themselves in the Boarding House. Bread and milk are provided, as well as a variety of spreads, coffee, tea and Milo. There is a toaster, a microwave, a fridge, a freezer and a kettle in each area. You are allowed to keep small quantities of your own food in the fridge or freezer.
How often can I go home?

While it is expected that all girls will remain in the Boarding House at least four weekends per term, it is essential that new boarders and Year 8 remain in the Boarding House for the first two weekends of the year. This allows the girls to begin to build the bonds that they will rely upon in their time at St Hilda’s. In Terms 1, 2 and 3 the School schedules a boarders’ weekend, and the Boarding House closes for the weekend to allow all boarders to return to their families or their guardians’ homes.

What can I do after school?

Most girls are busy after school, either at sports or music practices or other cocurricular activities. Many girls use the time to catch up on school work, take a walk to the river, do a little personal housekeeping or even go shopping after school in the local area.

How many boarders are there at St Hilda’s?

There are 150 boarders from Years 7 to 12. This comprises one quarter of the senior school population.

Where do most of the boarders come from?

Most of our boarders come from country Australia. We also have overseas boarders and a few who live in greater Perth.

What do I need for my room?

You need a doona, two covers; two sets of King single size sheets (107 cm x 204 cm x 30cm) pillow and pillowcases.

Years 7 and 8 only: girls need to bring a curtain (2m long x 1m wide). Those special things that make you feel comfortable; for example your special teddy bear or photographs of your family and friends.

What else can I bring for my room?

Girls may bring hairdryers, radio, CD players (head phones are compulsory). Each room has an access point for a personal computer to be networked to the school system.

What can’t I bring for my room?

Heaters, fans, electric blankets, fridges and televisions are not permitted.

Can I phone home?

Definitely! There are phones in each area of the Boarding House. Most girls have their own mobile phones.

How can my family keep in touch with me?

They can, of course, phone you and many will use e-mail and/or fax. Several parents also write postcards or letters regularly which we encourage, as the girls love it! All girls collect their mail from the boarders’ mail board. If you have a parcel, your name will be written on the board, and all parcels are collected at the boarding office.

Can I take friends home for the weekend?

Yes. This is a lovely way to introduce your friends to your family. Many of the overseas boarders are delighted to experience farm/rural life.

How much money do I need, Where can I keep it?

There is a safe in each room for your personal use. However, you will only need small amounts of money to cover your shopping for toiletries and treats. We discourage girls ever storing large sums of money in their rooms. Small amounts of pocket money are kept safely by most girls, but sums over $50 are rarely needed and can provide too great a temptation for others. This is a constant concern; the only consistently successful answer is never to have large sums of cash at school.

What are the boarding facilities like?

The Boarding House is a purpose-built facility, with bright open common areas and comfortable and welcoming bedrooms.

The Boarding House has facilities for relaxation, e.g. pool tables and table tennis tables, Chess, Monopoly and other games, as well as television, DVDs, and video players. The school swimming pool is a popular treat in the summer months! Boarders have access to the facilities and resources of the School after hours and at weekends. These include the School Library, the Information and Technology Centre and the Music practice rooms. The Library remains open on weekdays to 9pm and at the weekend, and many of the sporting facilities are available for use by boarders after school and at weekends. The Boarding House has a well-equipped fitness centre which the girls may use, before and after school and at weekends.

For Parents

How should we as a family prepare for boarding?

Girls should be accustomed to staying with friends or relatives before starting boarding. It is important that parents talk their children through what boarding is likely to entail. Both parents and children should realise that things will be rather different from home and will take some getting used to!

A little homesickness may be experienced at the beginning and is perfectly normal. It is highly unusual for it to go on for very long, and children take comfort in the knowledge that other boarders have got through it and have now settled in.

It is helpful for your daughter to be familiar with caring for her own belongings, making her own bed, ironing and laundering her clothes and able to prepare simple snack food.

What is the local community like?

Mosman Park is one of Perth’s most pleasant suburbs, with close proximity to the Swan River on its eastern border and the city beaches on the western boundary. The School is approximately 14 kilometres from Perth’s CBD. Popular Cottesloe Beach is just a kilometre from the School, and the port city of Fremantle, with its many interesting restaurants is just three kilometres down the road.
What kind of access do parents have to their daughters and what leave allowance do the girls have?

Parents have unlimited access to their daughters, either by phone, e-mail or in person. Parents are welcome to have dinner in the Dining Room if they are in Perth and may take their daughters out for afternoon tea or dinner at any time. Girls enjoy liberal leave. Apart from occasional compulsory weekend activities during the year, girls may go out on any weekend. (Staff will recommend otherwise if they deem it advisable!). We are, however, very strict about granting leave: both the parent AND host family must contact the Supervisor if anyone other than family members are taking the boarder out for the day or weekend. We take our duty of care very seriously!

What is the structure of the Boarding House? How are girls supervised and cared for?

At St Hilda’s we have one Boarding House that is divided into five areas. The girls in each area are looked after by a Supervisor who makes sure that all the daily needs of the girls are met. She is there to wake the girls in the morning and get them off to school, and she is there when the girls come home from school in the afternoon. The Head of Boarding forms a strong liaison between the Boarding and Day schools. She monitors the academic and pastoral progress of the girls and organises academic or pastoral help if the need arises. A Supervisor is in charge of all leave requests and minor discipline matters. Parental contact is of the utmost importance to all the staff at St Hilda’s. Parents are most welcome to discuss any aspect of boarding with the Head of Boarding at any time.

Can you tell me about homework, supervision and extra tuition in the Boarding house?

The amount of homework given to students varies according to their age and the subjects they choose. All girls have compulsory prep periods. The length of these times depends on the Year group. However, Years 7 to 10 can expect at least one to two hours of homework preparation time per evening while senior girls are allocated two to three hours per evening. Prep begins after dinner at 6.45pm and continues until 8.15pm when senior girls break for 30 minutes and, Years 7 to 10 begin to get organised for school for the next day and for bed. Senior girls return to their studies for a second session of prep. All boarders have access to the Library and Information and Technology Centre after school hours. The School also offers free tuition in English, Maths, Science and History after school to any student who wishes to use the Tutoring Centre.

Naturally some girls will need more time to complete their work than the allocated prep times. Girls find that they can study before and after school and many take advantage of the Library at weekends. Sunday night is regarded as a time to prepare for the school week.

How will my daughter be cared for?

The Head of Boarding, Supervisors, the School Chaplain, senior prefects and peer support leaders provide a high level of personal care. The well-equipped Health Centre is staffed by qualified nursing sisters who are also important members of the pastoral team.

How often do boarders attend chapel together?

Girls regularly attend Chapel on Tuesday nights throughout the term.

How many students are there to a room?

Reflecting their growing independence, the boarders progress from six sharing a room to twin share in Years 9 -11 and where possible single rooms for Year 12 girls.

Where will my daughter store her Passport and other Important Documents?

The Head of Boarding has a safe for the storage of important documents, such as airline tickets, passports, visas, and for short-term storage of money. Students are encouraged to store important materials in this safe. Each Supervisor can advise students about access and procedures to store important and valuable materials.

How much money will my daughter need?

We recommend that each girl, depending on her age, will require between $50 and $100 per term. This can be deposited in a Flexi-Card Account. There are several banks near the School and students who need to make purchases with larger sums of money can make withdrawals from an ATM.

If students must bring large sums of money back to the School, that money should be left with the Head of Boarding, her assistant or her Supervisor for safekeeping. Students, who go on regular weekend leave, should almost never need to bring large amounts of money to school. All school-related expenses and purchases can normally be charged to the student’s school account directly and it is assumed that major purchases can be made while on weekend leave or holidays. The School cannot advance credit to students.

How can I contact my daughter?

By telephone either the Boarding House telephone or student’s own mobile. E-mail is also a very easy, unobtrusive and inexpensive method of staying in touch.

Who do I contact if I have a concern?

Frequent communication between staff and parents’ is welcome and essential. You are welcome to ring your daughter’s direct Supervisor if you have a query about how she is going in the boarding house. The Head of Boarding will direct you to the relevant person who will address boarding or school matters.

It is always better to discuss your concern with a staff member than to be worrying at home. We can and will help!

You are also welcome to contact a current boarding parent. Sometimes a quick chat with someone who has already experienced boarding can help.
Information on ICPA (WA)

ICPA (WA) is the voice of rural, regional and remote Western Australian students.

The organisation strives to ensure access to choice of appropriate educational opportunities for all students living in these areas.

ICPA works like this: members join a local branch and raise their issues directly to either their state or federal council, depending on the nature of the issue.

The lack of tertiary accommodation in the metro area and changes to Independent Youth Allowance eligibility criteria are examples of issues currently being addressed by ICPA (WA).

Lobbying by the councils on behalf of members is carried out on a broad range of issues, including Early Childhood Education, Teacher Training, Student Accommodation, Allowances, PCAP, Post Compulsory Education and Rural & Remote Schools.

An ICPA branch is a vital network of people in similar circumstances sharing information and support on educational issues.

We invite you to join us.

For more information, please go to www.icpa.com.au.