



St Hilda's  
ANGLICAN SCHOOL FOR GIRLS

# BOARDING HANDBOOK 2018

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## INTRODUCTION

Welcome to the St Hilda's Boarding House, where boarders have made their home at since 1906. Under the leadership of the Dean of Residential Life, the boarding house staff fosters a friendly, homely atmosphere in accordance with the School's values of Respect, Excellence, Inclusion and Justice.

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 Dean of Residential Life, 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 beliefs 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 Dean of Residential Life, 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 four areas.

- Balla Balla
- Durack
- Molloy
- Capel

Care is taken to ensure a consistent framework exists 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 co-curricular 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 students sign up for an outing, the expenses will be charged to the student 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 to attend.

## DINING ROOM

Boarders eat together as a community in the Dining Room. The evening meal is served at 6pm and it is expected that boarders attend this meal. 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. Parents are welcome to dine with their daughter at any time; however, formal dinners are usually by invitation only. As a courtesy, we ask parents to please advise the supervisor on duty or the Boarding Reception if they plan to attend dinner. Early breakfasts, late dinners and packed lunches can be arranged by speaking with the supervisor.



## 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

Durack	Incoming only	08 9284 2375
	Outgoing only	08 9284 2136
Molloy	Incoming only	08 9284 3040
	Outgoing only	08 9284 3060
Balla Balla	Incoming only	08 9384 4876
	Outgoing only	08 9385 3345
Capel Lower Level	Incoming and outgoing	08 9284 3128
Capel Upper Level	Incoming and outgoing	08 9384 5365

Outgoing phone calls are made by using 1800 REVERSE for a reverse charge call.

## TELEPHONE CALLS

Mobile phone usage (incoming and outgoing) is restricted to the same times as the use of boarding house phones i.e. not during prep, meal times and after bed time. Unless urgent, we ask parents please do not call boarders' mobile phones during these times.



## MAIL

Email is an easy, efficient and timely form of communication for contacting boarders, supervisors and school staff.

Every boarder loves to receive a real letter. Letter writing is an important form of communication and is often overlooked. We encourage parents, family and friends to write a letter, send a card or even a postcard from time to time. Boarders 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  
26 Bay View Terrace  
Mosman Park WA 6012

The student 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 boarders feel alone and is unsure how to solve a problem, there are people who can help.

- Parents and friends may be able to help. There are also Peer Support Leaders and Mentors who may understand from personal experience what the boarder is going through.
- The Health Centre nurses will be ready to listen and may be able to help.
- It may be that the supervisor or tutor can help.
- The Dean of Residential Life, the Head of Year and the Chaplain are available to discuss any issues with the boarder. An open door policy is employed and boarders are always welcome.
- There are also School Counsellors who can be a great support and can offer helpful advice. The School Counsellors are found in the Student Wellbeing Centre.

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



## ORIENTATION

New boarders will have an opportunity to become familiar with the Boarding House before the commencement of term. At Orientation, boarders and parents will meet many of the people who will play an important role in the school life. The Dean of Residential Life, supervisors and senior boarding students are present to help familiarise the new boarder with the 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 boarders as the new boarder settles into the life of the School. Each week the new boarder will meet with the peer 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 students 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 if the appointment is outside the Claremont/Cottesloe area.

## HEALTH CARE INSURANCE

It is strongly recommended that if the family does not have Health Insurance then ambulance cover is essential.

## 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 Chemist Warehouse located in Mosman Park. The pharmacy provides a daily service for prescriptions and orders for pharmaceuticals.

## MEDICAL APPOINTMENTS

If any appointments are needed for a boarder's health, please contact the Health Centre for advice or assistance in arranging appointments or choosing health professionals. We are happy to provide parents 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 so the School can be alerted.

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 boarders 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.

## MEDICATION

Boarders are asked not to keep medication of any kind in their 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 (e.g. energy drinks) are not allowed in the Boarding House. If a boarder brings these drinks into the Boarding House they will be removed.

## MISSING SCHOOL

If a boarder is feeling too sick to attend school, she needs to see the Health Centre nurse, who will decide if the boarder needs to stay in the Health Centre. Boarders 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 and DVDs.

The School's swimming pool is a popular treat in the summer months!

Boarders have access to the facilities and resources of the School after hours and on 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 on the weekends from 2-5pm. 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 on weekends between 8.00am and 8.00pm. Please note on Sunday evenings the last wash must be put on before 6.00pm.

- Boarders may send school and sports uniform to the school laundry service each week. 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 slips and bath towels for each student.
- 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.
- Students are responsible for washing their own personal laundry.
- It is strongly recommended that all personal small items are washed together in the zip up laundry bags available at the Uniform Shop. This can be placed in the washing machine and then into the dryers.

## LIBRARY

The School Library is open until 9.00pm Monday - Thursday + 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

While the process in gaining permission to take leave from the Boarding House may seem complicated, it is designed to protect all boarders. Please be understanding about the responsibility and difficulties that the supervisors face when processing boarders' 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,
- Boarders need to ensure that their room is tidy before taking leave. It may be necessary for the boarder to return to her room to tidy it before leave can commence,
- Boarders must use the REACH online leave system for all leave requests. There is an App for mobile phones, which makes this very simple,
- Boarders must be signed in and out by a supervisor and an approved host or parent,
- Only family members, who have special permission from the Dean of Residential Life and parents, may take boarders on overnight leave if the host is under 21 years of age,
- If boarders take leave other than with a parent or host, the girl must always be accompanied by other students. Exception must be discussed with the Dean of Residential Life,
- 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 turned on until arrival,
- Leave during homework time Monday to Thursday evenings after 7.00pm is restricted to parents and guardians only,
- If a person requests to take a boarder out, confirmation via REACH is required from your parents,
- It is the boarder's responsibility to ensure that supervisors know where they are at all times.

## REACH - BOARDING ONLINE LEAVE SYSTEM

REACH coordinates leave request procedures for school staff, parents, hosts and boarders by creating an easy to use, paperless system that can be accessed from anywhere at any time, and from any device. REACH is available for use from any PC or mobile device 24 hours a day, 7 days per week.

REACH is accessed via a web browser. This means that a PC, a Tablet and a Smart Phone can access REACH at any time provided it is 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 permitted to visit the boarder on campus and take boarders on leave without the boarding staff needing to confirm with parents. If the visitor is not on the visitor list then confirmation will be required from parents. Parents must complete a new visitor 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.

During term break 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! At the end of 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 time.

## EARLY ARRIVALS AND DEPARTURES AT TERM AND MID-TERM BREAKS

To ensure maximum safety and supervision of the boarders, it is essential that the Dean of Residential Life is notified of all travel arrangements. The Boarding Office or Boarding Reception can be contacted for notification of both early arrivals and late departures.

Please note, that boarders may not enter or leave the Boarding House after 11pm or before 7am. This ensures that other students are not disturbed and guardians/hosts may be asked to help with the boarder'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

Year 7 – 11: 8.00pm

Year 12: 9.00pm

Day Leave (Friday and Saturday)

Year 7 – 10: 9.30pm

Year 11 -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 boarders attending balls, dances, concerts or parties (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 following morning. Appropriate dress is required, and at the supervisor's discretion. All boarders attending events at HOST boarding schools must travel in the boarders bus.

## BEACH LEAVE - COTTESLOE ONLY (TERM 1 AND 4)

Beach leave may be taken by Year 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

#### Year 7 - 10

3:30pm to 5:00pm to Coles in Mosman Park

#### Year 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 Year 7-10**

#### **Year 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 a supervisor.

Term 1 Weeks 3 – 10 + Term 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**

Term 1 - 4: Three-hour Cottesloe Central, Claremont, Subiaco or Fremantle.

Term 3 and 4: Four-hour trip to Perth City (once per term)

#### **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. Year 10 – 12 must travel in pairs. Mobiles must be carried, charged and with credit.**

## SUNDAYS

Leave at supervisors' discretion for Year 10, 11 & 12, if they have been unable to take shopping/movie leave on Saturday.

Year 10

Four hours: City/movie leave, Cottesloe Library

Year 11/12

Six Hours: Movie Leave, Cottesloe Library 6 hrs

Year 7 - 9

1.5 hours: Coles Mosman Park/Walk (not to be taken by Yr. 7/8 during library time)

**Mobile phones must be carried, charged and with credit.**



# 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)

Year 7/8	8.45pm	Reading Time in bed
	9pm	Lights Out
Year 9	8.45pm	Reading Time in bed
	9.15pm	Lights Out
Year 10	9.15pm	Reading Time in bed
	9.30pm	Lights Out
Year 11	9.45 pm	Quiet Time
	10pm	Lights Out
Year 12	10pm	Quiet time
		All girls in own rooms

### WEEKENDS

Year 7/8	9 pm	Quiet Time
	9.30 pm	Lights Out
Year 9	9.15 pm	Quiet Time
	9.30pm	Lights Out
Year 10	9.30 pm	Quiet Time
	9.45pm	Lights Out
Year 11	10.30pm	Quiet Time
	10.45pm	Lights Out
Year 12	10.45pm	Quiet Time
	11 pm	All girls in own rooms

## 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
- 8.15am 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 co-curricular activities
- 6.00pm Dinner
- 6.45pm Homework – Prep
- 8.15pm Prep break 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
- 12.00pm Lunch
- 2.00-3.00pm Library
- 6.00pm Dinner

### WEEKENDS - SUNDAYS

- 7.00-9.30am Breakfast
- 12.00pm Lunch
- 2.00-3.00pm Library for Year 7 and 8
- 6.00pm Dinner
- 6.45pm Quiet Time – Organisation for school week 'informal prep'

Evening routine as per week-days.

**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, Year 7 - 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 Year 7 - 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 Humanities after school to any student who wishes to use the Tutoring Centre. Prep tutors are also available after 7.00pm for boarding students.

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)

Year Group	Prep	Supper	Prep
Years 7, 8 & 9	6.45pm - 8.15pm	Prep Break	
Years 10	6.45pm - 8.15pm	Prep Break	8.45pm - 9.15pm May continue at supervisor's discretion.
Year 11	6.45pm - 8.15pm	Prep Break	8.45pm - 9.45pm May continue at supervisor's discretion.
Year 12	6.45pm - 8.15pm	Prep Break	8.45pm – 10.45pm (may continue at supervisor's discretion).

To minimise disturbance to other students during prep, girls in Year 9 - 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 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 give it to the Dean of Residential Life 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's content insurance cover held by parents. 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.

Boarders may leave belongings in their 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, boarders may store a case and/or a box in the Case Room.

## COMPUTERS

The Boarding House has WiFi, which the students can log on and use. Boarders are expected to use their computer appropriately. A technology usage contract is signed by all students at St Hilda's and it outlines the responsibility for the use of all electronic devices. It is a requirement of the contract that all internet usage is accessed via the School's network. If the contract is not adhered to, the privilege of using a personal computer in a bedroom may be withdrawn. The contract is at the back of the students school diary.



## 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
- Toiletry caddy (plastic) 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, and is not see-through
- Small 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. 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. The Code of Conduct is outlined at the back of this book.

## 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 BE OBSERVED AT ALL TIMES:**

- 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 Dean of Residential Life.
- 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 disciplinary measures are 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. When participating in combined boarding socials, the boarders are not allowed to wear:

- Net shirts, see-through or sheer blouses, bare midriffs or other revealing attire exposing the cleavage or stomach
- Shorts or skirts that are above mid-thigh
- Backless tops or clothes with revealing holes or tears
- Clothes with offensive remarks or any advertisements for alcohol, sex, drugs or tobacco

Boarders' clothing is at the discretion of the supervisor. Should the boarder be wearing inappropriate clothing at the social event, the student will be asked to sit with the supervisor for the evening, and may be unable to attend future boarding socials.

### **GRAFFITI AND WILFUL DAMAGE**

Students must not graffiti 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

Boarding activities are charged to the student's "Mystudentaccount" card. This card is the St Hilda's student identification card and library card, which also serves as a SmartRider card. It can also be used at the Canteen and St Hilda's Shop.

The "Mystudentaccount" card enables parents 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, computers, and other electronic devices to the Boarding House. To ensure that you do not disturb others it is essential that all boarders use headphones during homework time. Heaters, fans, electric blankets, power boards and personal kitchen appliances are not permitted in the Boarding House.

## FITNESS WALKS OR RUNS

### WEEKEND

Year 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 charged mobile phone with credit must be carried.

Year 10 – 12 may go on walks or runs at the discretion of the supervisor. Students must return within three hours, and must always be in pairs. A charged mobile phone with credit must be carried.

### AFTERNOONS: 3.45PM TO 5PM

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

Year 10 – 12 may use the local area in pairs. A charged mobile phone with credit must be carried.

### MORNING

Walks or runs may be taken between 6.30 and 7.30am. Boarders need to notify the supervisor the evening before a planned walk or run. It is required that girls record their departure and return times in the sign out book at the 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 policy.

## INAPPROPRIATE MATERIAL

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

## 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 a single hole in the bottom of ear lobes) are not permitted.

## MOBILE TELEPHONES & ELECTRONIC DEVICES

The use of all electronic devices is permitted under the following guidelines:

- Mobile phone numbers need to be registered with the Boarding Office at the beginning of term and updated if changed,
- Mobile telephones and all other electronic devices for Year 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,
- Students are not allowed to use their mobile phones during homework sessions or after lights out,
- Mobile phones are not allowed in the Dining Room, Chapel or the Library,
- Mobile phones, chargers and other electronic devices need to be kept in the safe when not in use. Please note, the School does not accept any liability for lost or damaged electronic equipment.

Boarding supervisors serve the right to confiscate mobile phones and other electronic devices if the above guidelines are not adhered to.

## 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](http://www.sthildas.wa.edu.au).

At other times:

- Year 7, 8 and 9 to be accompanied at all times by a supervisor
- Year 10, 11 and 12 to go in groups of three if the pool is being supervised by the Pool Manager
- 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 Term 1 and 4 at agreed times.

## PRIVILEGES - YEAR 12

‘Dinner and Entertainment Leave’ is granted at the discretion of the Dean of Residential Life, 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 Dean of Residential Life 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 must return by 10.00pm. Year 12s 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 (or Facetime) 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 a copy of 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 beyond 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 - Thursday or Sunday evenings for Year 7 to 10. On request the girls may watch the News, which is shown as follows on Channel 10 from 5.00pm - 5.45pm. Year 11 and 12s may watch TV on Sunday evenings up until 9.00pm at the discretion of the supervisor. 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.

## **SAFETY**

The safety of the Boarding Community and Boarding House are paramount. 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.

## **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 girls with approved employment. All students travelling on their own must have written permission from parents and the Dean of Residential Life. Exceptions to this rule must be approved by the Dean of Residential Life. 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 the destination.

## **DVD AND NETFLIX CLASSIFICATIONS**

The following classifications apply for the Boarding House:

PG      General Exhibition - available to all Years (Year 7 to 12)

M      available to Year 10 to 12

MA15+   available to Year 10 to 12

R18+    not available

## **VISITORS**

Visitors are always welcome at St Hilda's. Boarders will be called to the Boarding Reception to greet their visitor, who will be asked to wear a visitor's badge. Relatives are welcome to have a meal in the Dining Room 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 Room 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 the 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 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?**

There are many people to help you when you first arrive. Apart from lots of staff, there are the Peer Support Leaders or Senior Mentors and Prefects who will help you to find your way around. It does not take long to get to know where you are and who your new 'sisters' are.

### **IF I HAVE A WORRY OR PERSONAL PROBLEM TO WHOM CAN I TURN?**

You can talk to your supervisor, the Dean of Residential Life, the Health Centre nurses, the chaplain, the School psychologist, form tutor, the peer support leaders, 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. Year 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 prepare 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?**

Most girls will remain in the Boarding House at least four weekends per term, some even more because of the fantastic activities organised. It is important that new boarders and year 7 and 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 Term 1, 2 and 3 the School schedules a Boarders' Weekend/mid-term break, 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 co-curricular 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 120 boarders from Year 7 - 12. A very big family!

## **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.

Year 7 and 8 only: Girls need to bring a curtain (2m long x 1m wide), and 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, electronic devices (head phones are compulsory), maybe even a fish! Each room has an access point for a personal computer to be networked to the School system (we also have WiFi).

## **WHAT CAN'T I BRING FOR MY ROOM?**

Heaters, fans, electric blankets, power boards, fridges and kitchen appliances are not permitted.

## **CAN I PHONE HOME?**

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

## **HOW CAN MY FAMILY KEEP IN TOUCH WITH ME?**

They can phone or text you and many will use e-mail and/or fax. Skype and Facetime are also popular. Several parents also write postcards or letters regularly which we encourage, as the girls love it! All girls collect their mail or parcels from the Boarding Office or the Boarding House Reception.

## **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 AND 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 from 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 and the best advice is to 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?**

It is helpful if girls are accustomed to staying with friends or relatives before starting boarding. It is important that parents talk to their children about 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! All leave needs to be placed on the REACH online leave system.

## **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 ensures that all the daily needs of the girls are met. The supervisor is there to wake the girls up in the morning and get them off to school, and is there when the girls come home from school in the afternoon. The Dean of Residential Life forms a strong liaison between the Boarding and Day School, and monitors the academic and pastoral progress of the girls as well as organises academic or pastoral help if the need arises. A supervisor is in charge of all leave requests and minor disciplinary 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 Dean of Residential Life 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, Year 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 Year 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. The Boarding House tutors are available in the evenings during homework time.

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 Dean of Residential Life, 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 nurses, 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 when possible single rooms for Year 12 girls.

## **WHERE WILL MY DAUGHTER STORE HER PASSPORT AND OTHER IMPORTANT DOCUMENTS?**

The Dean of Residential Life 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 FlexiCard 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 Dean of Residential Life, The Dean of Residential Life Assistant or the 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 activities are charged to the Mystudent card.

## **HOW CAN I CONTACT MY DAUGHTER?**

By calling either the Boarding House telephone or the student's own mobile. Texting and e-mail are 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 supervisor if you have a query about how she is going in the Boarding House. The Dean of Residential Life 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)

Isolated Children's Parents' Association (ICPA) (WA) is the voice of rural, regional and remote Western Australian students.

The organisation strives to ensure access to 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](http://www.icpa.com.au).

# ST HILDA'S CODE OF CONDUCT

St Hilda's is an Anglican School. Human relationships should be characterised by the values of Respect, Excellence, Inclusion and Justice for students, staff and parents. A Boarding House is a community of people living together. Girls are required to show courtesy and consideration for each other and the supervising staff, and to obey cheerfully, courteously and promptly the directions of the staff.

1. In the Boarding House, girls must show consideration for others. Girls must respect each other's privacy, dignity and need for a space she can call her own. Consideration and concern for others makes bullying a serious offence. The Boarding House will be a "bully-free" zone.
2. Respect for property is expected. Each student should maintain and protect the School's property and environment, and her own property. Respect must be shown for the property of others, including items belonging to other girls.
3. Appropriate behaviour is expected of all girls on or off the School campus at all times. Girls should show pride in themselves, the School and the school uniform. Different occasions, on and off the campus, require an appropriate style and standard of dress.
4. Respect for the law, as well as the health and the wellbeing of every individual is important. Smoking, possession or drinking of alcohol, and possession or taking of drugs is strictly forbidden. Girls who do not respect the law in relation to these matters may be asked to leave the School.
5. Girls are expected to remain inside the School grounds at all times and inside the Boarding House after 6.30pm each evening unless approved leave has been granted. All outings from the Boarding House must be by official arrangement; boarding house staff must be aware of any leave arrangement and this must be in REACH and approved prior to taking the leave. All leave from the Boarding House on or off the campus must be through the supervisor and the Boarding House Reception.
6. The School (and therefore the boarding house staff) is responsible for the safety and whereabouts of girls. Where the School is not able to ensure a girl's safety she may be asked to leave the School.
7. Structured Prep periods are conducive to creating a quiet atmosphere whereby every member of the Boarding Community is able to devote the required effort and concentration to her studies. A quiet atmosphere should be observed during the study periods (prep) and after lights out.
8. Girls are expected to be present at all meals, study periods, chapel services and house meetings; to arrive promptly; to contribute with good manners, grace and dignity to these community occasions; and to respect and show tolerance for the beliefs and values of others as outlined in the School Values of Respect, Excellence, Inclusion and Justice.
9. The School has an Acceptable Internet and Electronic Device User's Policy that outlines the requirement that all usage of such devices. Girls will uphold the values, care and concern expected of every member of the St Hilda's School community.
10. The School Rules apply in the School, the Boarding House, on leave and on excursions at all times.
11. It is expected that all students will be familiar with the Code of Conduct.

## Boarder Parent Committee

The aims of the St Hilda's Boarder Parent Committee (BPC) are;

- To raise the profile of the St Hilda's Boarding outside the school
- To facilitate greater communication between Boarding Families and the School Administration
- To encourage communication between Boarding families
- To support the Boarding Staff

The BPC works to enhance the boarding facilities for our girls and to address any areas that could be improved through consultation with families and staff. Exchange of ideas aimed at enhancing the happiness and care of the boarders comes from the active BPC. The group meets at social functions and school celebrations throughout the year.

## 2018 Boarder Parent Committee

### Chairperson and Boarder P&F Representative

**Faye Christison** (Zoe and Ella Yr. 10) fayechristison@gmail.com

**Anthea Cooke** (Abbey Yr. 9, Ella Yr. 7) dalepark@wn.com.au

**Cherie Pearse** (Darcy Yr. 9, Charli Yr. 7) yatharagga@bigpond.com

**Michelle Young** (Cassie Young Yr. 8) fairway@bigpond.net.au

**Raylene Evans** (Chenoa Yr. 8, Samara Yr. 10) colovale@activ8.net.au

**Melanie Thompson** (MacKenzie Yr. 9) paulmel007@skymesh.com.au

**Angela Hill** (Lucy Yr. 9) mdaj.hill@bigpond.com

**Angela Jeitz** (Amy Yr. 11) jeitz.family@bigpond.com

**Catriona Nixon** (Olivia Yr.11) catriona@riverlodge.com.au

**Megan Marshall** (Sally Yr. 12) Megan.Marshall@health.wa.gov.au

**Cobie Fletcher** (Geordie Yr. 12) bcfletch@bigpond.net.au

**Kate Gibson** (Lucy Yr. 12) kategibo@bigpond.com

