Boarding Student Handbook

ALL SAINTS’ COLLEGE BATHURST
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THE SCHOOL SETTING

Introduction

All Saints’ College has catered for boarding students since it’s foundation in 1874. For most of the College’s history it has been a boarding school with day students. Boarders have always played a significant part in the life of the College and their contribution is valued by all those associated with ASC. We encourage parents and boarders to communicate directly with your Head of House on all matters concerning the day to day life of the House. We wish you well in your time at All Saints’.

Brad Allen - Head of Boys’ Boarding, Gillian McAllister- Head of Girls’ Boarding

Philosophy

Our aim is to provide a safe and secure environment in which all boarders at All Saints’ College (ASC) will experience growth and development. We encourage you to reach your goals and the staff are sensitive to your needs.

Boarders are encouraged to become responsible citizens who respect themselves and others, and who live in harmony with others in a community whilst simultaneously maintaining individuality. Co-operation and consideration are fundamental principles underpinning Boarding at ASC. Self-discipline is valued and each boarder is encouraged to accept responsibility for their actions.

Overview and Organisation of Boarding at ASC

- All Saints’ College was founded in 1874.
- Co-education was introduced in 1974 after combining with Marsden School.
- ASC is a non-selective school comprising 530 students from Pre-Kindergarten to Year 12, of whom around 60 are boarders from Year 7 to Year 12.
- There are two Boarding Houses – one House for boys and one House for girls.
- Each House is run by a HoH together with a staff comprising Assistant Heads of House, Residential Assistants and Gap Students. When these staff members are on duty they are referred to as the staff member on duty.
- ASC is committed to not only maintaining boarding, but to being a leader in the provision of quality boarding for its students. The upgrading and refurbishment of boarding has been identified as a priority in the College’s current strategic plan.

Head of Girls’ House……………………………………..6332 7383 …………… 0434 213 109
Head of Boys’ House ………………………………………6332 7393 …………….. 0438 400 494
Watson Duty mobile ……………………………………………………………. 0429 127 350
Marsden duty mobile …………………………………………………………... 0429 444 933

Settling in to Boarding

Living away from home

- Many boarders experience difficulty adapting to living in a Boarding House, especially relating to the number of other people continually surrounding them.
- Sharing facilities with people other than family can be difficult for some; patience is required.
- One issue is usually personal hygiene as you will not have a family member constantly reminding you to shower daily, change underwear and socks, and to use clean linen and towels.
- Soap, shampoo and deodorant are important in community living.
- Similarly there is a need to keep areas tidy, clothes neatly folded in drawers and wardrobes - these are skills we would hope you have or indeed must develop.
Homesickness
- This affects people differently. It is perfectly normal for a student living in completely different surroundings to feel strange and want to go home.
- It is important to quickly get involved in the life of the school. The academic programme, sport, games, music and other activities all help to reduce the effects of homesickness.
- Regularly going home on weekends at the start of term can sometimes prolong your homesickness. It is recommended that new students spend a couple of weekends at school settling into their new environment.
- It is good to talk to your HoH or a Residential Assistant if the problem seems to be reaching an intolerable level. Often discussing the problem with someone is of great assistance.

Rights and Responsibilities of Students
- A right is a natural entitlement.
- A responsibility is an action for which we are socially and morally accountable.
- All students have the right to procedural fairness and to contact their parents and guardians.
- It is expected that all boarders will assume responsibility for the good order of what is, for a school term, every boarders’ home. Good manners are considered most important not only in the Boarding House but in the College as a whole.
- Respecting others’ needs is essential. Each individual boarder’s area is to be kept tidy. Rooms, dormitories, bathrooms and common rooms must be kept clean, tidy and free from rubbish.
- Loud music, yelling and poor language impinge on the rights of others to enjoy the limited personal space that boarders and staff have.
- It is important to recognise that the Boarding Houses are home to all boarders.
- They should be safe places where students feel comfortable and confident being themselves.
- Students are able to approach staff for advice and guidance. Bullying, verbal or physical, is not part of the All Saints’ College ethos and is not tolerated.
- All Saints’ College has a duty of care for boarders and legal obligations often determine the rules.
- Boarding is not just a set of regulations. Just like every home, we have rules that set the parameters of acceptable behaviour.

Student Leadership in Boarding - Role and Responsibilities
- Senior students (Year 12) in boarding at ASC will be involved in leadership roles in their House.
- Leadership positions in boarding are positions of responsibility and provide boarders with an opportunity to develop pastoral and leadership skills. Generally these include:
  - Assisting with the pastoral care of students
  - Being a positive role model
  - Helping students overcome feelings of homesickness and loneliness
  - Participating in House activities
  - Giving new boarders helpful advice on boarding
  - Help in detecting and reporting bullying and teasing to the HoH
  - Seniors are expected to keep up to date with schoolwork and keep their room tidy.

What is bullying?
- Bullying is the repeated psychological, verbal or physical intimidation of another person.
- It typically involves the misuse of power of one person or a group of people over another person or group of people.
• Bullying can cause embarrassment, pain or discomfort and can be distressing for everyone involved, even bystanders.
• Bullying can take many forms including physical violence, unpleasant or offensive verbal comments, extortion, exclusion and deliberate actions to belittle others.
• Bullies can also utilise electronic means such as text messages, emails and social networking sites.
• Incidents of poor peer relations may or may not be bullying.
• Any behaviour that causes distress should be reported to someone who can be trusted.
• Victims of bullying need to inform their HoH, teachers, HoSS, HoC and parents.
• Reported incidents will be followed up and investigated sensitively, the desired outcome being to put a stop to the poor treatment.
• Punitive and/or non-punitive responses to reported incidents of poor peer relations or bullying will be used at ASC. This means that a sensitive inquiry into the situation will be undertaken and then appropriate action will be taken.
• There may even be instances for serious punitive sanctions to be imposed because we expect people to support our positive environment at ASC.

Anti-bullying advice for students
• Actively support the College’s Christian aims in particular caring for others.
• Be prepared to report any bullying you see or at least take action to stop it. You can’t be neutral on bullying issues.
• A passive bystander only condones the action and bullies look for crowd support.
• Seek to make true friends yourself. Putting others down may gain a cheap laugh but rarely secures true friendship.
• Try to ignore bullies, but be prepared to tell them to stop or to report them.
• If you are bullied don’t assume it’s your fault or that no one cares or wants to know about it.
• Talk to a trusted teacher or friend. Talk to your parents. Tell someone about it.

Code of Behaviour
Expectations
Boarders are expected to:
• Participate actively and positively in all aspects of boarding life.
• Accept ownership of behaviour and individual achievement.
• Demonstrate positive interaction with other students and all adults associated with the Boarding House.

Smoking, Drinking, Drugs and Weapons
• Students are not permitted to use or possess tobacco, alcohol, solvents and industrial products, illegal drugs and drug related objects, knives or any item that could be regarded as a weapon.
• The response of the College to the possession of any of these items will take into account the nature of the circumstances of the offence and the record of the student.
• Sanctions available to the College include informing parents, counselling, loss of privileges, gating, referral to external agencies, suspension, notification to Police and expulsion.
• Students who need to use prescribed and medicinal drugs must have these deposited with the Clinic where they will be dispensed.
• Should a student find a needle or syringe on College property, they should not touch it or allow any other person to touch it. They should notify a member of staff who will arrange for its disposal in accordance with safe handling procedures.
In ASC’s Boarding Houses each boarder has the right to:  

<table>
<thead>
<tr>
<th>In ASC’s Boarding Houses each boarder has the right to:</th>
<th>Therefore each boarder is responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• feel physically and emotionally safe and comfortable at all times</td>
<td>• keeping himself/herself and others safe by obeying rules, avoiding aggressive and/or threatening language/behaviour towards others, and reporting concerns</td>
</tr>
<tr>
<td>• be respected as an individual</td>
<td>• showing respect to others</td>
</tr>
<tr>
<td>• be treated equally and fairly, regardless of ethnicity, culture and ability</td>
<td>• treating others equally and fairly</td>
</tr>
<tr>
<td>• be heard</td>
<td>• expressing opinions and concerns respectfully and allowing others the chance to speak and share their opinions (The right to be heard is a key element in procedural fairness.)</td>
</tr>
<tr>
<td>• privacy</td>
<td>• seeking permission before entering the private space of another boarder and before borrowing the equipment or clothing of others</td>
</tr>
<tr>
<td>• learn</td>
<td>• taking advantage of all learning opportunities, and allowing others to study in a quiet and calm atmosphere that is conducive to work</td>
</tr>
<tr>
<td>• know the consequences of actions</td>
<td>• making personal choices that are positive</td>
</tr>
</tbody>
</table>

Consequences of inappropriate behaviour:  
The well-being and security of the Boarding House and its members are extremely important. Rules and routines are put in place to protect the rights of each member of the boarding community and to encourage personal responsibility. If a boarder’s behaviour has a detrimental effect on the rights of self and/or others, the boarder will be held accountable for that behaviour and consequences will result.

<table>
<thead>
<tr>
<th>Inappropriate/irresponsible behaviour:</th>
<th>Consequences – any or all of these will result in:</th>
</tr>
</thead>
</table>
| • lack of courtesy, ie rudeness | • The boarder will be corrected by a staff member and expected to apologise.  
  • She/He may be given a detention/duty or lose a privilege. |
| • disobedience | • The boarder will be expected to apologise.  
  • She/He may be given a detention/duty. |
| • bad language | • The boarder will be expected to apologise.  
  • She/He will lose a privilege. |
| • continued use of bad language | • The boarder will be gated.  
  • Parents/guardians will be informed.  
  • She/He may be suspended. |
| • graffiti | • The boarder will be interviewed by their HoH.  
  • She/He will be asked to clean or replace the defaced object.  
  • Parents/guardians will be informed.  
  • She/He may be gated.  
  • She/He may be suspended. |
<table>
<thead>
<tr>
<th>Issue</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>vandalism</td>
<td>• The boarder will be interviewed by their HoH.</td>
</tr>
<tr>
<td></td>
<td>• She/He will be expected to pay for the damage.</td>
</tr>
<tr>
<td></td>
<td>• Parents/guardians will be informed.</td>
</tr>
<tr>
<td></td>
<td>• She/He may be gated.</td>
</tr>
<tr>
<td></td>
<td>• She/He may be suspended.</td>
</tr>
<tr>
<td>failure to follow routines (eg, failure to attend breakfast/dinner)</td>
<td>• The boarder may be given an extra duty.</td>
</tr>
<tr>
<td></td>
<td>• She/He will lose a privilege.</td>
</tr>
<tr>
<td>failure to follow Dining Room rules</td>
<td>• The boarder will be given an extra duty.</td>
</tr>
<tr>
<td></td>
<td>• She/He may lose a privilege.</td>
</tr>
<tr>
<td>disruptive behaviour during prep/lack of application to study</td>
<td>• The boarder will be corrected by a staff member.</td>
</tr>
<tr>
<td></td>
<td>• She/He will be asked to sit with a staff member during prep.</td>
</tr>
<tr>
<td></td>
<td>• She/He will be given a Friday night prep.</td>
</tr>
<tr>
<td>talking after lights out/out of bed after hours</td>
<td>• The boarder will lose leave privileges.</td>
</tr>
<tr>
<td></td>
<td>• The boarder may be given a detention/early bed.</td>
</tr>
<tr>
<td>continued failure to follow Boarding House rules</td>
<td>• Parents/guardians will be contacted.</td>
</tr>
<tr>
<td></td>
<td>• The Boarder will be placed on a behaviour probation/tracking.</td>
</tr>
<tr>
<td></td>
<td>• Gating</td>
</tr>
<tr>
<td></td>
<td>• She/He may be asked to leave the Boarding House for a period of time.</td>
</tr>
<tr>
<td>breaches of safety rules</td>
<td>• The boarder will be interviewed by their HoH.</td>
</tr>
<tr>
<td></td>
<td>• She/He may be gated or suspended.</td>
</tr>
<tr>
<td></td>
<td>• Parents/guardians may be contacted.</td>
</tr>
<tr>
<td>misbehaviour that brings the name of the College into disrepute</td>
<td>• The boarder will be placed on behaviour probation.</td>
</tr>
<tr>
<td></td>
<td>• She/He will be gated.</td>
</tr>
<tr>
<td></td>
<td>• If the boarder holds a position of responsibility she/he may lose it for a period of time.</td>
</tr>
<tr>
<td></td>
<td>• Parents/guardians will be informed.</td>
</tr>
<tr>
<td>bullying</td>
<td>• The incident will be reported and the boarder will be interviewed by their HoH.</td>
</tr>
<tr>
<td></td>
<td>• Parents/guardians will be informed.</td>
</tr>
<tr>
<td></td>
<td>• The boarder will be required to meet with the HoSS and the Counsellor to discuss strategies to help him/her relate to others in a more positive way.</td>
</tr>
<tr>
<td>continued bullying</td>
<td>• The boarder may be placed on a behaviour detention/tracking.</td>
</tr>
<tr>
<td></td>
<td>• She/He may be asked to leave the Boarding House after consultation with the Head of College and parents/guardians.</td>
</tr>
<tr>
<td>smoking, bringing alcohol and drugs onto the premises</td>
<td>• The boarder may receive a suspension.</td>
</tr>
<tr>
<td></td>
<td>• Parents/guardians will be informed.</td>
</tr>
<tr>
<td></td>
<td>• She/He may be asked to leave the Boarding House permanently.</td>
</tr>
<tr>
<td>Smoking, using alcohol and drugs on Boarding House approved leave</td>
<td>Individual circumstances will dictate the consequence.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Theft</td>
<td>The boarder will be interviewed by their HoH. Parents/guardians will be informed. She/He may be suspended from the Boarding House. She/He may be asked to leave the Boarding House permanently.</td>
</tr>
<tr>
<td>Absent without permission</td>
<td>The boarder will lose leave privileges. She/He may be suspended. Parents/guardians will be informed.</td>
</tr>
<tr>
<td>Giving misleading information about leave arrangements or found somewhere other than arranged</td>
<td>The boarder will lose the privilege of weekend leave for an extended time. Parents/guardians will be informed. She/He may be suspended from the Boarding House.</td>
</tr>
</tbody>
</table>

**GENERAL BOARDING HOUSE INFORMATION**

**Communication**

**Mobile Phone Policy**

- The use of mobile phones is accepted as common practice, but still a privilege that can be removed and it is acknowledged that they give important communication access to parents.
- In accepting the use of mobile phones it is expected that they will be used responsibly.
- Mobile phones are NOT permitted to be used:
  - Between lights out and 7am
  - During Prep time
  - While in the Dining Room
  - At other times as specified by your HoH
  - After ‘lights out’ junior boarders hand in their mobile phones

- Other mobile phone guidelines are:
  - Boarders’ numbers must be recorded in the duty office of their Boarding House
  - Boarders must have their HoH and House duty mobile numbers saved in their mobile phone
  - Irresponsible use of a mobile phone will include its confiscation for a period of time as determined by the HoH according to the level of breach
  - Any student found using vulgar/obscene language, harassing others or transmitting or displaying unapproved images of others will face consequential action

**Dress Regulations**

*Uniform requirements and regulations are listed in the Senior School Student Handbook and the Senior School Diary.*

**IT IS IMPORTANT THAT ALL CLOTHING BE CLEARLY LABELLED**

*Labels can be ordered from the Uniform Shop*
1. **Clothes which are suitable for Chapel (summer and winter):**
   - Suggested clothing includes: trousers, dark jeans, jacket or sports coat, good jumper, tie, good shoes (not joggers), good shirt, suitable socks.

2. **Clothes which can be worn after school or on weekends on campus:**
   - Must be neat and clean and may include casual trousers or jeans, T-shirts, casual shirts, jumpers, shorts, suitable socks and shoes.

3. **Clothing and equipment for camping and outdoor activities:**
   - Will include old woollen jumpers, woollen socks, warm trousers, old joggers, solid boots, a good sleeping bag, a closed cell foam sleeping mat and a drawstring bag with eating utensils.

4. **Clothes suitable for leave:**
   - **Town Leave (Friday afternoon and also mid-week if leave permitted):** Students to wear full uniform
   - **Casual Leave at weekends:** Students may wear neat casual clothes

5. **Clothes suitable for the Dining Room:**
   - Students may wear neat casual clothes (No singlets, no midriffs showing, leggings allowed only with a long top), and footwear must be worn

6. **Clothes for Sport:** Each sport has its own uniform that must be worn at games. (See the Senior School Student Handbook or the Senior School Diary for details).
   - The official school track suit can be worn to and from sport.
   - Rugby boys are required to wear school uniform when travelling on buses.
   - Spectators at 1st XV Rugby are required to be in school uniform whether at a home or away game

7. **Change out of school uniform immediately after school.**

**Laundry:**
- The College has its own laundry.
- Sheets are provided (however, most students bring their own doonas/duvets and pillows).
- Students should provide their own personal laundry bag (known as ‘onion bags’ - available from our Uniform Shop).
- The College does not provide towels.
- The College does laundry twice a week for each House.
- Dry cleaning can also be arranged.
- Repairs or mending of school clothing can be organised through the laundry.

**What to Bring:**
- Please note that double adaptors, small bar refrigerators, heaters and electric blankets are **NOT PERMITTED** in the boarding houses.
- **ALL** electric equipment **MUST** be approved and cleared with the HoH. Power boards must have a safety cut-off switch.
<table>
<thead>
<tr>
<th>Banking Arrangements (eg. ATM Card)</th>
<th>Musical Instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bath Towel x 2 (or more)</td>
<td>Onion Bag (large heavy duty) best from school shop</td>
</tr>
<tr>
<td>Beach Towel</td>
<td>Overnight Bag/Back Pack</td>
</tr>
<tr>
<td>Bed Roll/Mat for Camping</td>
<td>Pillow - own comfort level</td>
</tr>
<tr>
<td>Small lockable box for valuables</td>
<td>Pillowslips x 2</td>
</tr>
<tr>
<td>Casual Cap/Hat</td>
<td>Plate, bowl, mug and cutlery</td>
</tr>
<tr>
<td>Casual Clothes</td>
<td>Posters</td>
</tr>
<tr>
<td>Casual Shoes</td>
<td>Pyjamas</td>
</tr>
<tr>
<td>Chapel Clothes eg. skirt/dress; trousers/polo shirt etc</td>
<td>Reef/&quot;In Water&quot; Shoes for Camps</td>
</tr>
<tr>
<td>Charger for iPad/laptop</td>
<td>Sheets Top x 2 (can be supplied if needed)</td>
</tr>
<tr>
<td>Clothing Hangers</td>
<td>Shoe Cleaner Kit-Solid Black Polish, Brush, Cloth</td>
</tr>
<tr>
<td>Clothing Labels</td>
<td>Sleeping Bag</td>
</tr>
<tr>
<td>Curtain for Cubicle (Girl boarders only -Standard rod-pocket: approx 210cm x 85cm)</td>
<td>Sports Bag</td>
</tr>
<tr>
<td>Desk Lamp</td>
<td>Sports Drink Bottle x 2 (also good for in bed)</td>
</tr>
<tr>
<td>Doona</td>
<td>Sports Equipment, eg. Tennis Racquet</td>
</tr>
<tr>
<td>Doona Cover</td>
<td>Sports Shoes/Cross Trainers</td>
</tr>
<tr>
<td>Extension Cord &amp; power board (no double adaptors)</td>
<td>Sunscreen</td>
</tr>
<tr>
<td>Fan (Small &amp; Quiet) (Optional)</td>
<td>Swimmers</td>
</tr>
<tr>
<td>Food Storage Tin</td>
<td>Thongs</td>
</tr>
<tr>
<td>Garbage Bags for Camping</td>
<td>Toiletries and bag (NO spray deodorants)</td>
</tr>
<tr>
<td>Gum/Wellington Boots if an Agriculture Student</td>
<td>Track Suit</td>
</tr>
<tr>
<td>Hairdryer</td>
<td>Umbrella/Jacket/Driza Bone</td>
</tr>
<tr>
<td>Hand Towel</td>
<td>valuables</td>
</tr>
<tr>
<td>Insect Repellent</td>
<td>Wall Hooks/Stick on Hooks</td>
</tr>
<tr>
<td>Laundry Basket</td>
<td>Wallet</td>
</tr>
<tr>
<td>Laundry Marker</td>
<td></td>
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<tr>
<td>Laundry Powder/Liquid/Spray (if doing own washing)</td>
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</tbody>
</table>
House Administration

- Houses will have their own individual administration, but the following is an approximate guide:

**Routine Monday to Friday**

- 7.00 – 7.30am  Wake up
- 7.50 – 8.30am  Breakfast
- 8.40am  all students should have left the Dining Room
- 8.50am  Senior School roll call
- 3.20pm  classes cease
- 3.45pm – 5.30pm  sport (or town leave for seniors with HoH permission)
- 6.00pm  dinner
- 6.45pm – 8.15pm  first prep (and roll call)
- 8.30pm  no movement between Houses / House meetings / roll calls
- 9.15pm  Year 7 Bedtime
- 9.30pm  Year 8 Bedtime
- 9.45pm  Year 9 Bedtime
- 10.00pm  Year 10 Bedtime
- 10.30pm  Year 11 Bedtime
- 11.00pm  Year 12 Bedtime

**Weekends**

- **Saturday**
  - 8.30am Breakfast
  - 1.00pm - 1.30pm Lunch
  - 6.00pm Dinner
- **Sunday**
  - 8.30am – 10.00am - breakfast in the House
  - 1.00pm - 1.30pm Lunch
  - 6.00pm Formal Dinner
  - 6.30pm Boarders’ Chapel - **ALL boarders are expected to attend Chapel on Sunday when in residence.**

**Fire Alarms**

- Please refer to each House’s specific instructions posted within the House.
- Regular evacuation drills will take place each year.
- In the event of the Fire Alarm sounding outside school hours:
  - All students and staff move to designated House areas for roll check.
  - Each person must account for their fire buddy.
  - The most senior member of staff in charge of the area where the alarm is raised should investigate the source of the alarm.
  - If there is any suspicion of a fire the Brigade should be called on 000.
  - The alarm must not be de-activated until all persons are accounted for.
  - The HoH and HoC must be notified.
Leave

Responsibility:

- The HoH takes responsibility for granting all forms of leave, but this may be delegated to the Assistant HoH in the case of town leave and casual leave.
- All overnight leave forms must be signed by the HoH or AHoH.
- Boarders MUST have written approval for ALL hosted leave through the completion of the Host Leave Request Form and approval provided by parents.
- This may be in writing by parents or via email/fax/letter/phone call.
- If travelling on leave by car, the driver must report to the staff member on duty.
- **Boarders must sign in and out when on leave. While on leave, students must abide by the College’s rules and codes of behaviour.**

Weekend Leave:

- Weekend Leave requests must be made to the HoH and leave forms received by 8:30pm on the Wednesday night before the weekend.
- When a boarder requires a ticket to travel home on the weekend this request must be made to the HoH on the Monday night before the weekend.
- ALL requests must be accompanied by a letter, fax, email or phone call from the parents/guardians indicating times and duration of leave.
- When a boarder is going on leave with a person other than an immediate family member or guardian, then the student will need to submit a “Host Leave Request Form”. This requests that the Host person contact the boarders’ parents/guardians and discuss any variation to the conditions of leave listed on the form. Hosts should read and understand what they are signing.
- When departing on leave, boarders are required to report to the staff member on duty and sign out.
- Where appropriate, rooms will be checked for tidiness.

Town Leave:

- This leave is permitted on Friday afternoon if requested.
- Boarders travel to town by bus in a group.
- Additional leave is via HoH or AHoH only.
- Dress is full school uniform.
- Boarders may apply for casual town leave on Saturdays and Sundays and their leave card must be signed by the staff member on duty
  - 3 hours for seniors
  - 2 hours for juniors (juniors must return by 6pm).

Sporting Events:

- The HoH may approve leave to some local sporting events.
- The boarder’s leave card must be completed and signed by the Staff member on duty.
- Neat casuals will be allowed where it is considered appropriate.

Senior Leave - Friday night and Saturday night for Years 11 & 12

- Arrangements for this leave must be made through and approved by the HoH or AHoH.
- Years 11 and 12 are permitted to have Dinner Leave in town unsupervised on the understanding that they adhere to pre-arranged hours and do not consume alcohol.
- Dress is neat casuals.
Cinema Leave
- Cinema leave may be granted by Heads of House to Years 11 and 12 on Saturday evening in the same way that senior leave is given.
- Juniors may apply for cinema leave during the day on Saturdays and Sundays.

Visitors
- Boarding students may receive visitors after school hours and on weekends. Day students are regarded as visitors when they call to see Boarders after school hours. All visitors must report to the staff member on duty and sign in.
- When inviting visitors, students must abide by any restrictions set by their HoH regarding:
  - Who can visit, where and when
  - How many visitors they may have at any one time.

School Facilities Available to Boarders:

TV and DVD’s
- Times for television watching and recreational computer use are subject to individual House regulations.
- The staff member on duty is responsible for the suitability of the selected DVD.
- PG classification is considered suitable for the Junior Boarding Houses and M rated for the Senior Houses.

Computers
- Computers in the Library are available to boarders at:
  - Recess and lunchtime
  - Monday and Wednesday 3:30 to 5:00pm
  - Wednesday evenings 6:30 to 8:30pm
  - Every day 8:15am to 8:50am

Library
- The Library is open Monday to Friday during Term from 8:15am to 3:30pm
- On Mondays and Wednesdays it stays open until 5:00pm.
- On Wednesdays during Term the Library is open from 6:30pm until 8:00pm.

Music Centre
- There is a wealth of musical activities on offer for boarders at ASC ranging from private individual lessons, to small and large ensembles.
- Boarders who have instrumental lessons are expected to take part in the musical life of the College whether it be performing in assembly, in our In-house concerts, or joining in and performing within the variety of ensembles available.
- Boarders who have instrumental lessons are expected to practise each week. The length of practice needs to increase with experience, age and if electives are chosen.

Learning Centre (ILC)/Student Support
- Boarders who are struggling academically have access to the Student Support Team for Learning Support – this may involve one on one lessons during class time throughout the term.
- In addition to this the ILC is available from 3.30-5pm on Mondays for boarders to seek assistance - with an emphasis on English and Maths.
Pool
- The pool is available to boarders out of school hours if a boarding house staff member is organised to supervise.
- Refer to Pool Use Document in each house.

Sports Centre (Bickerdike Centre)
- This comprises the Gymnasium, Weights Room and Tennis Courts.
- The facilities are generally available for use by boarders when there is a member of staff on duty - boarders can use the facilities out of school hours if a boarding staff member is organised to supervise.

Prep:
- All boarders have first prep from 6.45pm – 8.15pm in their respective house.
  - Year 7 – 10 will be supervised in their House’s dedicated work areas or study rooms and supervised by the staff member on duty and Gap students.
  - Year 11 - 12 will be supervised in their specifically designated studies, i.e their own rooms.
- Students must bring sufficient work with them for the duration of prep time. If an insufficient amount of prep is set then students must bring reading material, which could be a novel or newspaper.
- Students doing elective music or learning an instrument may practice in the Music Centre.
- Each House is provided with desktop computers and printing facilities.
- Laptops and iPads are permitted under strict conditions and wireless internet access is available in certain areas throughout the school.
- Students who need access to a computer can use those available in the House or in the Library on Wednesday evenings.
- Students are to work quietly, but may work on assignments in groups at the discretion of the staff member on duty supervising. Students who are being disruptive will be referred to the HoH.
- Staff member on duty and Gap students on duty will be active in their supervision, offering assistance (especially to the junior students) with the completion of prep and assignments.
- Years 11 and 12 should be doing a 2nd session of evening prep.

Travel:
- Please note that supervision for returning boarding students commences at noon on the day of returning to school at the start of term and 3pm after a long weekend.
- Travel arrangements to and from the College for the commencement and conclusion of each term are the responsibility of parents or guardians.
- Approx one month before the end of term, Heads of House ask all boarders for their travel requests.
- Students have three options for travel:
  - School contracted buses
  - Tickets on Country Link services
  - Private travel (own arrangements)
- The school contracted bus requests are sent to NSW Transport in Sydney prior to travel to be coordinated state-wide with other schools. Once these requests have been sent they are final.
- The booking of tickets on any other Public CountryLink service is subject to availability, and, therefore, late bookings may not always be able to be accommodated. Once a ticket is booked, a fee of $5.50 will be charged for any cancellations or rebooking.
- Students who hold Photo I.D. boarders’ passes are eligible for free travel on weekends and at the end of term providing students:
- Are travelling to their home destination as stipulated on their pass
- Are travelling home on a Friday or Saturday
- Are travelling back to school on a Sunday or Monday
- All other travel will be charged to the student’s account.

- All travel outside approved travel dates cannot be booked unless leave has been approved by the Head of Senior School and/or Head of College.
- Overseas students are not eligible for a boarder’s pass. They can apply for an STA Travel International Students’ I.D. card, through the Student Liaison Officer.
- Any queries regarding boarders’ travel should be directed to the Student Liaison Officer on 6332 7301.
- Under no circumstances are students to travel in the vehicles of other students without written confirmation to the Head of House/Head of College.

Taxi Chits

- These may only be issued by all boarding staff (with parental confirmation) and the cost will go on the student’s account.
- They are mainly used for appointments.
- The Clinic Sister and the Student Liaison Officer may also issue taxi chits for medical appointments.
- Taxi chits cannot be altered by students.

Motor Vehicles

- **No Boarder may have a vehicle at the College.**
- Boarders may not be driven in cars by drivers under 21, unless by an older brother or sister and then only with parental permission or via HoC for special circumstances.
- Students of the appropriate age may arrange to take the test for their L or P plates and to have driving lessons.
- In this case students must obtain written parental permission from their parents that they may learn to drive
- P plate drivers are not permitted to drive up to the boarding houses.

Welfare and Discipline

Welfare

- Welfare may be taken to mean the need for social, emotional, intellectual, physical and spiritual well-being.
- When your welfare needs are met, it can be expected that you will be happier with yourself and your relationships with others.
- Effective welfare (pastoral care) in a boarding environment rests with you informing members of the boarding community if your needs are not met.

Discipline

- As a general principle a boarder at ASC can expect that most disciplinary issues occurring in the Boarding House will be handled within the House by the HoH.
- This includes the violation of school rules and unacceptable behaviour.
- Serious issues will be dealt with by HoSS or HoC.
- Consequences may include: house jobs, gating, gating with sign in, suspension from boarding (this may be a temporary or permanent exclusion from the house).
- Boarding Students who are gated may be required to:
  - Wear full school uniform at all times during the day until normal bed times except when
undertaking physical education, sport or community service.

- Not go on leave except accompanied leave with parents, which must be approved by their HoH.
- Remain within stipulated House bounds unless attending classes, sport, meals or official school activities or unless accompanied by the staff member on duty or another member of staff.
- Assist with clean-up in the Dining Room after breakfast and dinner unless prevented by commitments in other school activities such as band or choir practice, etc.
- Report to the staff member on duty in their House every half hour, outside of class hours, in order to have their gating card signed.
- hand in technology (phone, ipad etc) or restricted use of technology.

Student Diaries
- Student Diaries are not to be defaced and are to be taken to all classes.
- All boarding staff will check diaries regularly.
- Teachers may write comments in the diaries.
- Failure to complete school work or homework may result in:
  - Academic detention
  - Academic cards that are signed each period
  - Referral to the Independent Learning Centre
  - Academic support
  - Referral to the ASC Counsellor.

Clinic
- The College Clinic provides health care and advice for all students as well as staff.
- The School Nurse is on campus from 8:30am to 6:30pm Monday to Friday.

Provision of Morning Medications and Access to Nurse ‘Webster Packs’
- The School Nurse will be available in the Dining Hall at breakfast time each weekday morning for boarders to access regular medications and to see the nurse, should the need arise.
- Boarding duty staff may also dispense prescribed medications at breakfast.
- To assist in the efficient and safe provision of regular medications for boarders, blister packs (known as ‘Webster Packs’) will be made up by the pharmacist in consultation with the prescribing doctor.

After Hours
- Boarding staff will be responsible for assisting boarders requiring medical support on week nights and on weekends, from Friday evening through to Monday morning.
- Minor medical assistance (the distribution of regular medicines, Panadol, Nurofen, etc) will be dispensed by the staff member on duty.
- Any medical assistance requiring a higher level of response will be referred to the emergency department of Bathurst Hospital or the Ambulance Service.
- A member of the Boarding Staff will accompany the boarder to provide emotional support. This would usually be the HoH or AHoH in most instances.

Morning and Evening Handover
- At the commencement of each weekday, the School Nurse will meet with the staff member on duty where they will be made aware of any medical issues arising overnight.
- There will be a handover at the conclusion of each day where the nurse will brief the staff member on duty of any medical issues pertaining to boarders that have arisen during the day - any evening medications will be provided to the staff member on duty at this time for those boarders requiring this service.
Doctors’ Appointments

- The School Nurses can assist boarders with appointments to General Practitioners, Dentists, Orthodontists, Psychiatrists, Psychologists, School Counsellor, Physiotherapists, Dieticians and Optometrists.
- Students must obtain a taxi chit from the Clinic on the day of the appointment.
- Clinic staff will inform the Student Liaison Officer of the appointment and he will record the period of absence.
- Upon returning to the College after this appointment students must see the Student Liaison Officer to sign in.

Counsellor

- The College Counsellor is available to see students four days a week (Mon-Thurs).
- Appointments can be made through the Clinic.

Overseas Students

- All Saints’ College has hosted overseas students for many years.
- ASC prides itself on the care it takes of all students and the happy Christian family atmosphere that pervades the life of the College.
- ASC has a successful integration of boys and girls of all ages and various nationalities.
- Every overseas student must have a legal guardian who is resident in Australia.
- The guardian should visit the College with the student either at the admission interview or when the student first arrives at the College and visit periodically throughout the year. The guardian must take an active interest in the student’s welfare.
- The HoSS and/or the HoC is the staff member particularly responsible for overseas students and will work closely with them to ensure they meet course and attendance requirements in order to comply with student visa conditions.
- Attendance and course progress is monitored and students in danger of not meeting requirements will be counselled and their parents notified.
- Support will be provided to the student by the ESL Teacher, Heads of House (and other boarding staff) and the College Counsellor and Clinic if needed.
- The Independent Learning Centre is another place students can access academic assistance (see the Senior School Handbook for details).
- Students are assisted with banking, medical and ambulance insurance. Passports must be valid before the student arrives at the College.
- It is the responsibility of the student and parents/guardians to make sure the passport is valid. The Registrar will assist with Visa Extension Applications and other Immigration requirements.
- Overseas students must comply with term dates.
- Many important administrative, academic and social events occur at the beginning and end of term and it is essential that all students are present for these.
- The Boarding HoH will liaise closely with the guardian for all leave arrangements.
- Overseas students and families must be aware that the College Boarding Houses are closed during school vacations. Alternative accommodation which is approved by the family/guardian must be found at these times. The students must notify the College through their Head of Boarding of their whereabouts during school vacations.
- The rights and interests of Overseas Students enrolling to study in Australia are protected under Australian law.
- The Overseas Students Ombudsman handles all complaints and appeals and is a free and independent service. You can find out more at www.oso.gov.au or phone 1300 362 072.