

ST MARY'S DIOCESAN SCHOOL INFORMATION FOR BOARDERS HANDBOOK



2017

A WARM WELCOME FROM OUR HEAD OF BOARDING

A boarding experience is such a wonderful experience for any young woman and provides greater opportunities for developing lifelong friendships adding a richer dimension to school life.

St Mary's Diocesan Boarding Houses, Roberton and Girdwood, are both homes away from home for boarders from rural Taranaki, other places throughout New Zealand and of course our international girls and Gap staff from overseas. They will offer a memorable experience for your daughter.

The diversity of personalities, interests and backgrounds makes the boarding community at St Mary's Diocesan a truly vibrant and dynamic one.

The girls have access to our facilities and the opportunity to participate in a variety of different social and sporting activities. Music, sport, drama, dance, and leadership figure prominently in a boarder's life and their 'busyness' encourages them to develop effective time management skills and a belief in their unlimited potential. Academic support during prep and a well-structured social calendar are also provided within the boarding environment.

I am supported by a team of dedicated staff whose number one priority is always the welfare of your daughter. The staff come from a variety of backgrounds, including nursing and recreation. They all have been mothers and understand the needs and wants of teenagers. The Chaplain is also part of the boarding team.

We pride ourselves on providing a safe, caring, compassionate and nurturing home during the term time and our philosophy is that each and every girl is extremely precious.

We would be delighted to take you on a tour of the boarding house and school at any time to see for yourself all that we can offer your daughter in her boarding life at St Mary's Diocesan.

We hope that you and your daughter will feel very much part of our happy community.

Sue Roodbeen
Boarding Manager

2017 TERM DATES

- Term 1** **Monday 30 January to Thursday 13 April**
30 January : Year 9 and Year 13
31 January : Whole School
- Term 2** **Monday 01 May to Friday 7 July**
- Term 3** **Monday 24 July to Friday 29 September**
- Term 4** **Monday 16 October to Wednesday 13
December**

2017 BOARDING HOUSE LEADERS



Bianca Stewart
Head Boarder



Krystal Couchman
Deputy Head Boarder

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CONTACTS

St Mary's Diocesan School
PO Box 714
Stratford 4352
61 Broadway North
Stratford 4332
Taranaki
New Zealand

Boarding House

Boarding House Telephone: 06 765-8925
or 06 765 5333 Ext 748
Fax: 06 765-8925
Boarding House Email: sue@stmarysstratford.school.nz
Boarding House cell phone 027 4266 889

Matrons:

Ms Sue Roodbeen	Boarding House Manager
Mrs Debbie Volzke	Day Matron
Mrs Alison Newlove	Evening
Mrs Angela Anderson	Evening
Mrs Janine Wilton-Daley	Weekend
Mrs Sharlene Boyle	Evening / Weekend
Mrs Lesley Sutherland	Weekend Activities
Mrs Adele Devlin	Weekend and Night Staff
Mrs Michelle Trethewey	Weekend and Night Staff
Mrs Michelle Kennard	Weekend and Night Staff

Uniform Sales:

Mrs Debbie Volzke

Chef:

Mr JohannTschurtschenthaler

Kitchen Staff:

Mrs Glenda Fraser
Mrs Michelle Trethewey
Mrs Adele Devlin

Housekeeping Staff:

Mrs Georgina Gooch
Mrs Erica Russ

BOARDING HOUSE TIMETABLE

Monday – Friday

6.45 am	Students wake up Have showers and get ready for breakfast Make beds
7.00 am	Juniors can collect cell phone from office
7.30 am	Year 9 and 10 students to the dining room for Breakfast in full uniform
7.40 am	Breakfast starts
7.55 am	Return to Boarding House Complete breakfast duties (Students on duty)
7.55 – 8.15am	Year 11 and 12 Breakfast in full uniform
8.15 am	Rooms to be tidied and vacuumed
8.20 am	Collect all school requirements and make way to Form Time
8.30 am - 3.15 pm	Boarding House closed
3.15 pm - 3.45 pm	Afternoon tea in the dining room
3.15 pm - 5.30 pm	Free time or Sports practices etc
5.30 pm	Tea
5.50 pm	Complete tea duties (students on duty)
6.00 pm - 6.15 pm	All students watch the start of 6pm television news
6.30 pm	Laundry locked (Summer Months)
6.40 pm	Prepare for Prep
6.45 pm	Students in prep room Juniors finish prep at 8.00pm Seniors including Year 13 finish prep at 8.30pm
8.45 pm	Juniors to complete Common Room duty
8.50 pm	Year 9 to hand in cell phones
9.15 pm	Year 10 to hand in cell phones
9.30 pm	Year 11 Common Room duty to be completed
9.00 pm	Year 9 in rooms. In bed and lights out by 9.30pm
9.15 pm	Year 10 in rooms. In bed and lights out by 9.45pm
9.45 pm	Year 11 in rooms. In bed and lights out by 10.00pm
10.15 pm	Year 12 in bed and light out
10.30 pm	Year 13 do not have a set bed time (but it must be within a reasonable time)

Friday

Full boarders have town leave from 3.15 pm and are to be back by 5.00 pm.

Saturday

9.00 am	All students out of bed
9.30 am	Beds to be made and rooms tidy before any student goes on leave/sports leave. The rooms need to be checked by the Matron.
9.00 am - 9.30am	Self-service breakfast
10.00 am onwards	Free time in which personal washing is to be done and duties completed.
12.00 noon	Lunch Lunch duties to be completed
12.30 pm	Free time
5.30 pm	Tea
6.00 pm - 9.00pm	Free time (regular organised evening activities) Common Room duties
10.00 pm	Year 9 and 10 in bed
11.00 pm	Year 11 and 12 in bed

Full boarders have town leave (from 9.30 am till noon) at the Matron's discretion.

Sunday

9.45 am	All students out of bed, and beds made before going to brunch
10.00 am	Brunch
The rest of the day is the same as Saturday	
6.00 - 8.00 pm	Weekly boarders return Bedtimes are the same as during the week. Juniors to hand in cell phone

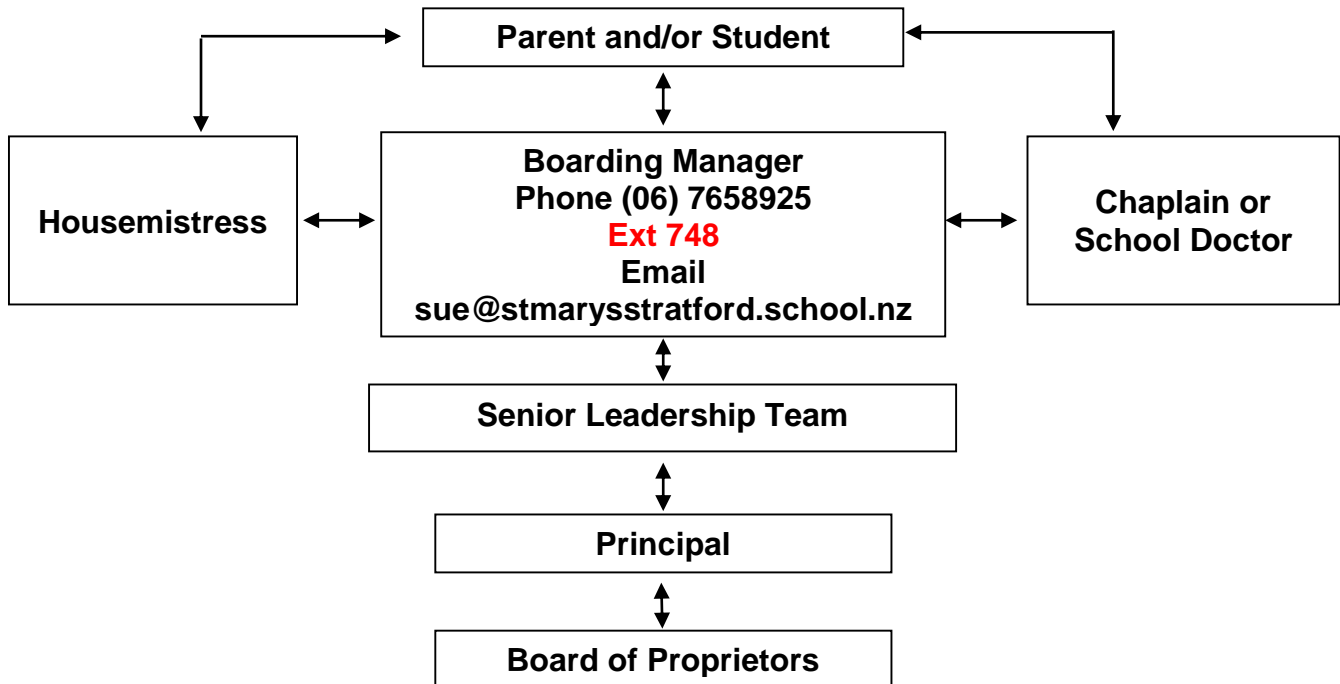
Students may go to the Northern Dairy / Countdown during the weekend at the discretion of the Matron on duty. Students will be given a time they must be back by.

Lights Out

All students are expected to be quiet after lights out at the specified time. If you are having difficulties sleeping please see the Matron on duty.

MANAGEMENT

Should you have any queries, concerns or issues regarding boarding pastoral matters, (for example disorganisation, co-curricular commitments, peer relationships, discipline), below are the suggested points of contact. For most issues the first point of contact should be with the Boarding Manager.



BOARDING HOUSE CODE OF CONDUCT

All Students must be able to live in a caring, positive, respectful, and supportive environment.

RIGHTS AND RESPONSIBILITIES

Each person has the RIGHT to:

- be treated as an individual
- be treated with understanding and kindness
- be treated with respect and courtesy and be listened to
- be safe and secure
- expect their property to be safe
- learn

Each person has a RESPONSIBILITY to:

- accept individual differences
- treat others with understanding – not laugh at others, tease others or hurt their feelings
- Be thoughtful of others
- use polite language
- treat others politely and with respect for their dignity
- respect the authority of staff
- disagree without being disagreeable
- respect personal differences in others' ability and race
- listen respectfully to others
- observe safety rules
- report bullying or harassment of other students
- refrain from teasing others or hurting their feelings
- respect school property
- respect others' property
- not steal, damage or destroy property of others
- hand in lost property
- report theft
- be punctual to prep
- be prepared to complete homework
- allow others to learn by being quiet in prep rooms and dorms
- listen attentively when spoken to
- co-operate with staff

BOARDING HOUSE GUIDELINES

Banned Materials

The following are banned at the Boarding House

- Knives and any other items that could be used as weapons
- Pornographic material, Matches and lighters.
- Chewing Gum
- Carbonated Drinks eg. Coke, Sprite, and Energy Drinks are not to be consumed in the Boarding House unless it is an approved special event.

Do's and Don'ts

- Please respect our facilities; we are proud of what we have.
- Vandalism is unacceptable
- Mirrors are not to be drawn on or have stickers attached to them
- No Blu Tack placed on Notice Boards.
- Posters, pins or glue are not to be placed on any paint work in the Boarding House.
- Nothing may be fixed to the painted walls, door or ceilings.
- Outdoor ball games and similar activities are for outdoor use only
- Girls *must* store personal food items in airtight storage containers, however, food and drink may only be consumed in the student common rooms.
- Littering and lack of respect for facilities is not acceptable
- Any damage *must* be reported to the house staff immediately
- All bedroom windows need to be opened before leaving for school, and all lights and radios turned off.

Drugs, Alcohol and Cigarettes

There is no tolerance for students to be in the possession of, or under the influence of, or using cigarettes, alcohol or drugs in any part of the School/Boarding House, on School/Boarding House trips or while in uniform.

Electrical Equipment

All electrical equipment brought in to the boarding house must have a current Electrical Certification sticker. Electrical items without this sticker will be sent home.

Weekend and After School Dress Code

- All students are expected to change into tidy appropriate mufti after school, and hang uniforms up in wardrobes.
- This enables students to keep uniforms in a tidy condition.
- If your clothing is deemed inappropriate you will be asked to change.

EMERGENCY PROCEDURES

Earthquake

DURING AN EARTHQUAKE

DROP- COVER- HOLD
GET UNDER DESKS, TABLES, DOOR FRAMES
AVOID WINDOWS AND GLASS

STAY IN THE BUILDING UNTIL THE SHAKING STOPS
OR THE ALL CLEAR GIVEN
ALARM SIGNAL -CONTINUOUS BELL or AIR HORN

WHEN WARNED OF AN EARTHQUAKE IN THIS BUILDING

LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT WHICH IS:

ASSIST OTHERS WHO MAY NEED ANY HELP
ASSEMBLE AT:

Edge of the field

WALK - DO NOT RUN
LINE UP IN YEAR GROUPS
STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN.

DO NOT RETURN TO THE BUILDING

FIRE ACTION

IF YOU DISCOVER A FIRE
WARN OTHERS IN THE BUILDING
OPERATE THE FIRE ALARM

WHEN WARNED OF A FIRE IN THIS BUILDING
ALARM SIGNAL -CONTINUOUS BELL RINGING

LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT WHICH IS:



STUDENTS IN BED OR THE SHOWER TAKE DUVET,
TOWEL & SHOES. WAKE OTHERS IN YOUR ROOM AT
NIGHT.

ASSIST OTHERS WHO MAY NEED ANY HELP

ASSEMBLE AT:



WALK - DO NOT RUN
LINE UP IN YEAR GROUPS
STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN.

DO NOT RETURN TO THE BUILDING

LOCK DOWN

DURING A LOCK DOWN

ALARM SIGNAL -CONTINUOUS BELL or AIR HORN

IF IN THE HOSTEL GO TO THE JUNIOR COMMON ROOM, GIVE CELL PHONES TO THE STAFF & STAY INSIDE.

ALL COMMUNICATION WILL BE THROUGH THE HOSTEL CELLPHONE.

GYM, DINING HALL, GIRDWOOD – STAY IN THE BUILDING, STAY LOW & COMMUNICATE TO THE HOSTEL STAFF MEMBER THROUGH SILENT CELL PHONE.

STAFF LOCK ALL EXTERNAL DOORS AND PULL CURTAINS

A 1 MINUTES CONTINUOUS BELL WILL SIGNAL THE END OF A LOCK DOWN.

ASSEMBLE AT:

Edge of the field

ACCESS

Access to the Boarding House during the School Day

- During school hours, Year 9, 10, 11, and 12 students are not permitted under any circumstances to return to the Boarding House.
- Year 12 Students may use their common room during interval and lunch time only, as this is the Year 12 school common room during the school day.
- Year 13 students have full access to the facilities in Girdwood during the school day, including interval, lunch time and during study pass.

Visitors - including Parents

We expect the usual courtesies of visiting to be observed

- ie. Girls are to introduce their parents or visitors to the House Staff when they arrive and follow her guidance.
- Parents or Adult relatives are welcome to visit the Boarding House however all other visits must be pre-arranged with the house staff.
- All visitors are required to sign the Visitors book upon arrival and departure, and may use the family room.
- Visitors are not to enter girls' bedrooms at any time or under any circumstances.
- Parents are permitted to assist their daughters with their bedding at the beginning and end of term.
- Male visitors to the Boarding House are not permitted past the entrance foyer by the Boarding House Office.
- Permission from the Boarding Manager must be given for Year 13 Full Boarders to have a male visitor, and as long as this is planned in advance before the weekend.
- **Day Students are NOT to be in the boarding house during the week.**

COMPUTER SUITE

Both in the school and the boarding house, students have ready access to computers with their own email account. Students are encouraged to use the internet to enhance their *learning* and to enable them to positively communicate with the world they live in. Each student signs a Cyber Safety Agreement annually. A failure to follow it will result in lack of access to the internet. All students are required to book in a time slot to use the computers; students completing homework are given priority.

Appropriate use of IT at St Mary's Diocesan

The use of the school's IT environment, computers and other electronic devices is limited to **educational purposes** appropriate to the school and our Anglican Christian values.

Computer Use

- Computers for students' use are available in the Robertson Boarding House.
- All rooms are wired for laptops, and may be used with personal laptops with the permission of the Boarding Manager.
- Students will need to have an internet cable of their own.
- Students to use the booking sheet when using Boarding House Computers
- Computer and other electronic equipment activity is described in the Cyber Safety procedure that students sign.
- Students are responsible for their own laptops.

No food or drink is allowed in the computer suite.

Consequences of Breaches

Depending on the seriousness of the particular breach of the user agreement, possible responses could include one or more of the following:

- a) a discussion with a senior staff member;
- b) contact with caregivers;
- c) loss of access to the school's IT environment;
- d) where illegal material is involved, the police may be contacted.

Copyright and Licensing

The Copyright Laws and Licensing Agreements prohibit the illegal copying of material such as; software, copyright video and audio files, plagiarising internet material or using unlicensed products in the school's IT environment.

Cyber Safety Agreement

All students must sign a copy of the 'Cyber Safety/Computer Use Agreement' annually before access to the school's IT resources will be granted.

Inappropriate / Illegal Material

When working within the school's IT environment or a school-related activity, IT users must not:

- a) initiate access to inappropriate or illegal material;
- b) save or distribute such material by copying, storing or printing.

In the event of accidental access of such material, users shall:

- I. not show others;
- II. close or minimize windows containing inappropriate content;
- III. report the incident to your teacher or the Cyber Safety Officer, Mr Skinner.

Network Monitoring

The school will monitor network traffic sent and received over the IT environment. All traffic will be subject to network filtering of inappropriate material.

Personal Electronic Devices

All Electronic Devices are to be registered at the boarding house. This information will need to be updated if you change your device throughout the year.

- a) The use of personal electronic devices on the school site must be appropriate to the Anglican Christian values of St Mary's Diocesan. This includes all images and other material stored on privately owned IT devices brought on to the school site. These devices include and are not limited to: cell phones, tablet devices, MP3 players, cameras and laptop computers.
- b) All software and hardware that is used on the school's IT environment must be authorized and checked for content and viruses by the school.
- c) Individual student access to the school's IT environment will only be granted after a signed copy of each student's cyber safety agreement is returned to the school office

Posting Material / Disclosure of Personal Details

- a) All materials submitted via the school's IT environment must be appropriate to the values of St Mary's Diocesan School.
- b) For personal safety, IT users should be careful about revealing personal information about themselves, such as their home or email address and personal telephone details.

User Account

- a) Each student has their own personal user account that is accessed with a password. Users must not allow others to know their password or allow others to access their accounts without the permission of the account holder.
- b) Student use of the school's email system must reflect the values of the school and this agreement.

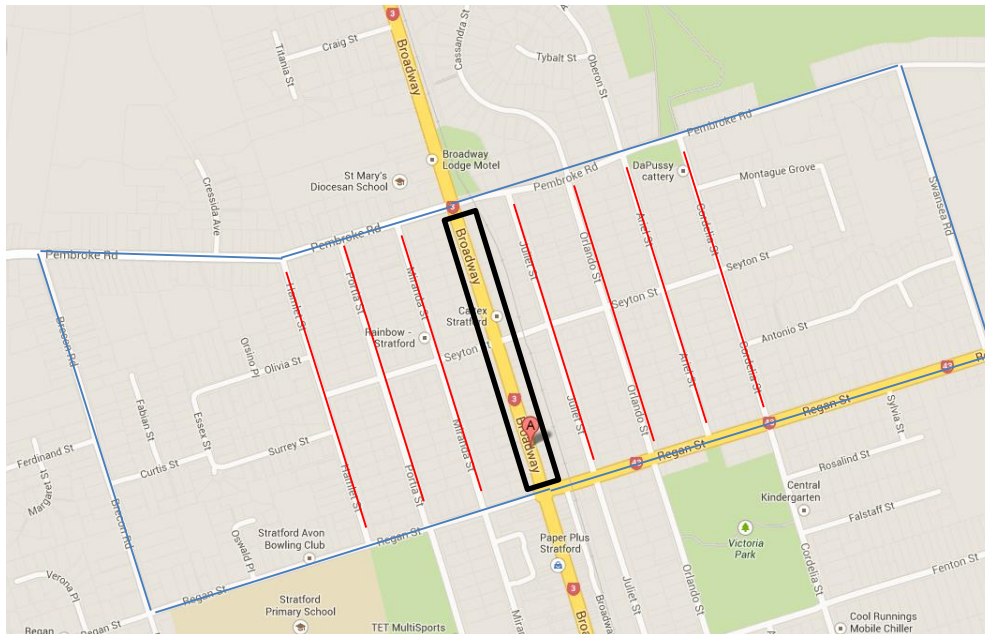
ENTERTAINMENT / SPORTS / SPORTS EQUIPMENT

The Boarding House has a number of games, puzzles and outdoor equipment for the students to use.

- Students to sign out and back in any equipment borrowed
- Students signing out equipment may be held responsible for repair or replacement if it is damaged.
- Accidental damaged must be reported immediately

Running / Walking

- Year 11, 12, and 13 students may run/walk in tidy mufti.
- Year 9 and 10 students must wear the school sports uniform.
- Students need to get permission from the duty matron.
- Students to sign out and in on their return.
- Students may not run/walk outside the prescribed boundaries and alterations to the designated route will need staff permission.
- No students are permitted to run/walk in the dark.
- Appropriate sporting footwear will be required for physical activities.
- Year 11, 12 and 13 students must run in pairs.
- Early morning runs will be allowed only if it is light, however, Year 9 and 10 students will need to be accompanied by a Year 11,12 or 13 student.
- Students are not to enter any shop.



- The designated route is up Pembroke Road until Brecon Road, down Brecon Road down Regan Street to Swansea Road along Swansea Road to Pembroke Road, up Pembroke Road back to school. This is the 5km walk route. Students are not to walk up the main road.
- If students want to walk a shorter distance then they can take any road that runs between Pembroke and Regan Street, but not the main road.

TV/DVD's

Year 13 students have a TV and DVD player in their lounge. It may be used at any time except during class time and prep time. The TV is to be turned off by 10.30 pm Sunday to Thursday.

Years 9, 10, 11 and 12 students have a TV and DVD player in their lounges for after school, after tea and after prep use.

Videos / DVDs

Students may bring Videos / DVDs from home, however:

- Student usage is restricted to Friday and Saturday nights.
- The censor's ratings must be complied with.
- The matron on duty may ask to view the title of the video and refuse viewing rights if the rating is not suitable.

Weights Room

Use of the weights room is only given to Year 11-13 students

- After they have been properly briefed by the PE staff.
- A membership card will be issued
- Students to present membership card to Boarding House staff before permission is given to use the weight room.
- Rules for the Weights room will be explained during the induction

Any breach of these rules will result in membership cards being suspended.

FACILITIES

Alarms

- All exterior doors are alarmed.
- These are turned on in Robertson and Girdwood boarding house around 9.00pm.
- All boarding houses will be locked at 9.00pm.
- Students need to have Boarding House cell phone number so they can text/phone for admittance after this time.

Bedrooms

The school tries to provide a comfortable, attractive and secure environment. Each term boarders are allocated to different bedrooms. The expectation is that students will respect and take care of the Boarding House. This includes keeping bedrooms tidy. It is important that they check their room carefully at the beginning of each term, before signing the clearance form.

Bedrooms are inspected daily and beds must be made before school. This also includes vacuuming, dusting and rubbish bins emptied before school. Failure to do this could result in a withdrawal of privileges or being given a Boarding House job.

- Behaviour in the bedrooms must be of a high standard, otherwise access will be restricted.
- All students are to make their beds with two sheets, Students are not to sleep under just a blanket or duvet
- Students are allowed small personal music players however the volume should not be heard outside the student's bedroom. Headphones are a considerate alternative.
- Students cannot have in their rooms' electrical devices such as: electric blankets, TV's, heaters, lamps, Fairy Lights, or fans.
- Students may only enter another student's room with permission if that student is present.
- Fizzy or Energy drinks such as V, Red Bull, Mother, Lift Plus or any other drink equalled to high energy drinks are not allowed to be brought into the Boarding House.
- A cleaning charge of \$25.00 will be charged if rooms are not cleaned satisfactorily.
- Storage facilities are available for full boarders to leave items such as duvet inners and/or blankets, and personal items eg small music players at the end of each term.
- The Boarding House takes no responsibility for any items which are left in storage.

Laundry

Summer months the laundry is open from (Term 1 and 4)

- 6.30 am to 6.30 pm weekdays
- 8.00 am to 6.30 pm weekends.

Winter months the laundry is open from (Term 2 and 3)

- 6.30 pm to 5.20 pm weekdays
- 8.00 am to 4.30 pm weekends

During the summer months students are expected to hang their washing on the clothes line. Dryers will only be used in wet weather.

Please ensure that all clothes and linen (including sheets and towels) are named.

Pyjamas are not to be worn outside of Girdwood and Robertson buildings.

Full boarders

- To strip their beds on Saturday morning
- Place sheets in the laundry bins by 10.30 am.
- Have access to the laundry seven days a week.
- Must wash their own uniforms and mufti clothing.

Weekly boarders

- Strip beds on Friday morning – sheets go home to be washed.
- Air their mattress during the weekend
- Remake their beds on their return to the Boarding House.
- May wash their uniforms and towels in the laundry, all other washing goes home with them on Fridays.

Part Time boarders

- Strip beds every second week – sheets go home to be washed.

Please do not bring unwashed clothing back to school after a weekend.

Lounges

All year levels have a lounge. All students will have equal responsibility at washing dishes and vacuuming floors, however each girl is responsible for cleaning up her own things and in particular any spilt food items. Plates, cutlery and mugs should be dried and put away.

If lounge hygiene and tidiness is not to a satisfactory standard, the year level may lose the use of the lounge for a period. Damage will be paid for by the students involved.

Furniture in the lounges is to be respected and used appropriately i.e. please do not jump on sofas, or put your footwear on the sofas.

On site, out of bound Areas

- Junior students need staff permission to be in the senior end of the Boarding House
- Year 9, 10, 11, 12 students need staff permission to be in Girdwood House
- The caretakers shed and the paddock behind it
- The creek paddock
- The swimming pool area when it is not in use
- The kitchen area without permission from staff
- On the grass area in front of the tennis courts by the main road

Out of bound areas around Stratford

- No students are allowed in any parks
- The racecourse
- Around or in any rivers/creeks
- Behind the buildings on the main road by the railway lines
- Past the southern roundabout
- Students are not to hang out by the library or at the local bus stop by the Information Centre.

Shower and Energy Usage

- All students are required to shower daily.
- Students are permitted to shower before 6.45 am in the mornings and not after 9.30pm in the evenings.
- Showering time should be sufficient to ensure a high standard of personal hygiene is maintained and brief enough to ensure adequate hot water for all.

Swimming Pool

The swimming pool may be used only if

- The matron on duty gives permission and the pool is supervised by a trained person.
- Responsible behaviour is expected at all times.
- Running in the precinct of the pool is not permitted
- Togs and towels are to be left to dry in the laundry.
- No wet towels or togs are to be in student's bedrooms or bathrooms.
- No girl enters the pool until permission is granted by the supervisor.
- No girl may be in the pool area alone.
- Appropriate swim wear to be worn at all times.
- Girls are required to be covered while walking to and from the pool enclosure.

If there are no senior students available to supervise during the weekends, then students will need to go to the town pool in pairs.

Only **FULL BOARDERS** have access to the school pool during the weekends.

FINANCIALS

All enquiries relating to financial matters should be directed to the Executive Officer.

Payment of Fees

All students are issued with a personal debtor number. Near the beginning of each month a statement is mailed out. Payment for the full amount owing on the statement is due on the 20th of that month. You will have time between the receipt of the statement and the 20th of the month to advise if any corrections need to be made. Payment can be by cash, cheque or EFTPOS on or before the due date. Many parents choose to make arrangements for automatic payments and these can be arranged through the school office.

EFTPOS

It is strongly recommended that all students have access to such a card, or alternatively are able to bring payment from home when requested for extra activities such as trips, resources, stationery etc.

Paying for Sundry items

- Students will be asked to pay for some items as they occur during the school year e.g. trips (prior to departure),
- Mufti days and external exams (with entry).
- Day to day items such as stationery, copying etc, will need to be paid for at the time of purchase, either by eftpos or cash.
- Uniform items will also need to be paid for at time of purchase.

If any students have any money at either school or in the boarding house, they are encouraged to hand it to the school office or boarding office for safe keeping.

Families of Boarders may make arrangements with the Boarding House Manager to keep pocket money in the Boarding House Office. Students will need to sign for their pocket money.

HEALTH

- Any Student feeling unwell or requiring first aid must report to the Boarding House office to notify staff.
- If you are unwell during the school day you must report to the Main School office
- If you are too sick to attend school it is assumed that you are too sick for casual / town leave that day.
- If you become sick or are ill at home you are expected to be well again before you return to the Boarding House
- Year 13 students who are unwell must sleep over in the Robertson Boarding House
- If your daughter contacts you re her health concerns please ensure that you encourage her to seek support from the staff on duty in the first instance so that care can be arranged.
- The Boarding House will make arrangements with you for your daughter to return home if required.

Appointments

Parents will need to notify the Boarding House if Boarders need to attend appointments, and if transport needs to be arranged. The Boarding House will notify the school of her intended absence.

We prefer that students attend any non-urgent medical and dental appointments during the holidays or out of school hours as this provides less disruption to their schooling.

For boarders, medical and dental appointments will be made by matrons as required and students will be transported to local appointments in the school minivan.

Medications

- The medication the Boarding House provide is Panadol.
- All other over the counter medication will need to be provided by parents, and be handed into the Matron's office.. This medication must be named and in the original box.
- No students are to self-administer or give another student medication; this includes items such as panadol and nurofen.
- All script medication administered by staff must be signed for by the student.
- Students with script medication must have the prescription label attached to the box / container with the students' name clearly showing on it.
- Students who have Asthma are to have a spare inhaler stored in the Boarding House medication cupboard.
- Expired medication will be returned to parents.
- It is recommended during the winter months students have a supply of tissues, throat lozenges, and cough syrup.
- Sunscreen / after sun lotion. Please ensure your daughter has a labelled bottle of sunscreen that has not expired for their use over the summer period. After sun lotion is also a help.

Public Health Nurse

The Public Health Nurse is at the Boarding House on Monday mornings at 9.00am. Students can make appointments at the Matron's Office.

LEAVE

Exeat Leave : Weekly / Full Boarders

Permission for early leave for Exeats can only be given by the Principal.

Permission given by parents, for **ALL** leave, needs to be advised by phone call, letter, fax or email. Text messages will not be accepted.

Absences from Boarding House

If your daughter is unable to return to the Boarding House at the expected time, please contact the Boarding House.

We will contact you if this does not happen to ensure the safety of students. The Boarding House will notify the school of absences.

Boarding House Vacated For Weekend

- Two to three times a term the Boarding House will be closed for the weekend.
- All students will be required to vacate the Boarding House by **5.30pm**.
- If you cannot collect your daughter by the required time you will need to make alternative arrangements for her.
- Boarding house opens at **4.00** pm on day of return
- Tea is not provided on exeat /vacated weekends.
- Sometimes the Boarding House is hired out to external organisations, although mostly this occurs during the school holidays.

Friday Leave

- Students must sign out
- All students are to leave in full school uniform.
- If Weekly boarders leave with another family, their parents' need to notify the Boarding House.
- All weekly boarders are expected to vacate the Boarding House by 4pm on Fridays. Weekly boarders staying after this time **MUST** inform the Boarding House Manager on the Thursday prior.

Sunday Night Return

- Boarders are expected to return to the Boarding House between 6pm - 8.00 pm Sunday, (or the day of return as written on student sign out card) or by 8.15 am Monday.
- If there is a delay in returning, the boarding house must be notified.
- Return in full uniform
- Report to the matron's office and sign in.
- Weekly boarders returning before 6pm on Sunday are to notify the Boarding Manager on Thursday 7pm prior to that weekend and will need to book in for Sunday tea. (a small charge will apply)

Weekly Boarders Staying For A Weekend

- Weekly Boarders may stay in the boarding house over the weekends.
- Students are to fill out a stay over form by noon Thursday requesting permission to stay.
- This will be at the discretion of the Boarding Manager.
- Parents to phone no later than 7pm on Thursday prior to that weekend, to confirm arrangements.
- A charge will apply.

Exeat / Optional Exeat / Casual Leave –Full Boarders

The safety of students is of prime concern. To ensure this the following procedures must be followed:

- Boarders requesting weekend leave are required to fill out the weekend leave form. This form must be signed by a parent/legal guardian. ***This form is available on the School website.***
- If staying with another family the host family parent is to contact the Boarding House to confirm the student is going to be in their care and at the address written on the leave form.
- All request for leave must be completed with Parent / legal guardian and host family permission by 7pm Thursday prior to that weekend.
- Leave forms handed in after 7pm Thursday prior to that weekend may result in the leave being declined
- Students must report to the Matron's Office before leaving the premises to check that all leave has being approved.
- During the period of leave, the student is deemed to be under the supervision and care of her parents and caregivers.
- Students are to travel with the person named on the leave form.
- No students are to walk after dark. If there is only one staff member on duty there may be times they will need to get a taxi back to the Boarding House. This will be at their own expense.

Full Boarders supervised Weekend Activities

- Weekend activities are organized most weekends
- There may be times during the year when some trips will be compulsory.
- Any activities which cost more than \$25.00 will need parent approval
- Students to have their names on the activities list by 7pm Thursday

Full Boarders Weekend Town Leave

All full boarders who wish to leave the Boarding House during the weekends must report to the matron on duty to get permission to leave the premises and then sign out. On return to the Boarding House students to check in with the duty matron and sign in.

Friday Afternoon Town Leave

- Year 9, 10 and 11 students must go in pairs (mufti permitted). Return by 5.00 pm.
- Year 12 and 13 may go on their own. Return by 5.00 pm.

Saturday Town Leave

- Have washed their clothes
- Beds striped and sheets placed in laundry
- Rooms tidy, rubbish bins emptied
- Year 9, 10 and 11 students must go in pairs. Year 12 and 13 may go on their own.
- Morning leave : up to 2 ½ hours – Students must not leave before 9.30 am and must return by 12 noon.
- Afternoon leave : up to 1 ½ hours – Students must be back by 4.00 pm.
- Students going out for lunch on Saturday must inform the weekend matron in the morning before 10.00 am

Sunday

- 1 ½ hour leave. 2 hours if going for lunch. All students to return by 4.00pm.

During the weekend students may go to the Northern Dairy, Countdown and New World this is at the discretion of the matron on duty. No walks will be permitted after tea.

Casual Full Boarders Weekend Day Leave

- Boarders requesting day leave between 8am – 5pm over the weekend must have parental permission and will need to fill in a leave form.
- Leave after 5pm will be special leave and will be at the discretion of the Boarding House Manager in consultation with parents. This leave to be planned and approved in advance before the weekend.

Leave During The Week Mon – Thursday

Parents to give permission

All Boarders Casual / Special Leave Monday – Thursday

It is expected that all students in Boarding stay at the Boarding House during the week. Social events should be kept for weekends.

Leave will not be granted when it is no interruptions to learning week.

Casual week leave is from 3.15pm – 6.30pm

- Students leaving the Boarding House for special leave during the week will need parents/legal guardian's permission.
- Staff to complete a weekly leave form once all relevant details are completed and parents have given permission. Staff can approve leave.
- Students must report to the Matrons Office before leaving the premises to check that all leave has being approved and traveling with the person named on the form
- Students to sign out and on their return to the Boarding House must see the Matron on duty and sign back in.
- Students on a gating will not be given leave

Special Leave is after 6.30pm – 9pm, Monday - Thursday

- Leave after 5pm will be at the discretion of the Boarding House Manager in consultation with parents.
- Students wanting to go out for tea to a Licensed Restaurant will need to have an adult supervisor.
- For special leave to be granted students must not have 'cause for concern' regarding their school work.

All students leave the Boarding House on Fridays in full school uniform and arrive back on Sunday night / Monday morning in full school uniform.

End of Term arrangements

No boarder will be granted leave from the Boarding House on the final weekend of term, until her bedroom has been cleaned and inspected by the Boarding House Staff.

Failure to leave bedrooms clean and tidy will incur consequences as per our step system. Accounts for professional cleaning will be issued.

Parents are asked to support this; after all, taking responsibility and having respect for your own space is a value that the school and families surely share.

The Boarding House Manager will issue girls with a checklist of required cleaning.

Senior Exam Leave

All students staying in the Boarding House are expected to study during the school day.

All students to be at their desk by 9.00 am

- Students are expected to attend breakfast and sign the breakfast book.
- Breakfast is from 7.40pm – 8.20 am
- All rooms are to be tidy and beds made by 9.00 am
- At the discretion of the matron on duty permission may be granted for town leave during the day eg lunch, coffee break and this will only be if the student has put in a good effort with her study.
- All students have town leave after 3pm during exam leave.
- Any student going home after exams, will need parent permission to leave the Boarding House.

Shopping/Town Leave – Monday – Thursday

Students are expected to conduct themselves in a manner which complements our school. Failure to do so will result in disciplinary action according to our step system. Town leave is a privilege and will be at the Matron's discretion.

Town leave is dependent on behaviour and will not be permitted if rooms are untidy during the school week. Staff will inspect the rooms between 9am – 11am each day.

Part boarders will be granted town leave only if it falls on the day they are staying in the boarding house.

Town Leave

- Will not be permitted if raining. Alternative day will be given.
- Year 9, 10, 11 and 12 students are required to wear full and correct uniform.
- Year 13 students may wear mufti
- Year 9,10, and 11 students to go in pairs. Year 12 and 13 may go on their own.
- Year 9 and 10 – on Tuesday.
- If junior students have co-curricular activities on that day an alternative day will be given (excluding Mondays for juniors).
- Year 11 and 12 students can choose their town leave day and must fill out the town leave card.
- Year 11 students have one town day per week.
- Year 12 students have two town days per week.
- Year 13 students may go into town at any time after school any day of the week.

Students who have permission for town leave must

- sign out (and in on their return)
- return by 5pm

To ensure the safety of our students, girls may walk

- Into town and only between the two roundabouts
- to New World,
- the town library
- to Countdown

Students on town leave may only use the following streets

- Miranda Street or the main road
- If going to New World students use Orlando Street, Seyton Street, Regan Street
- Walk up Broadway North to Countdown

Students on town leave are not to

- accept rides in cars.
- visit friends' houses
- enter any parks
- go by the Stratford netball / tennis courts
- walk outside the route for town leave

Town leave requested for research.

- requires a signed note by the classroom teacher,
- Matron on duty to countersigned
- The note will show the approved destination of the student and these places are the only places to be visited.

MEALS AND DINING ROOM ETIQUETTE

Breakfast -Senior Students

Year 13 students have breakfast in Girdwood, however if they would like a cooked breakfast they will need to be in the dining room by 8.00am.

It is a privilege for seniors to have a later breakfast.

Year 11 and 12 students may have a later breakfast, however the following rules will apply.

- If they would like a cooked breakfast they will need to be in the dining room by 8.00am.
- Students may enter the dining room from 7.50am – but leave by 8.20am
- All students to attend breakfast
- All students must sign in, in the breakfast book
- Students are not to sign in other students
- Senior students to have a roster system to ensure the dining tables are cleared and wiped
- Students are not to be late for school
- Beds made and rooms tidy before leaving for school
- All students to wear correct school uniform to breakfast

If the rules for senior breakfast is not followed then the student will lose the privilege and will attend the junior breakfast for one week, a continuation will result in a permanent place at junior breakfast until the end of term.

Early Meals

- Students requiring an early meal must book at the matron's office.

Late Meals

- Students to fill out a saved meal form if they require a meal to be saved.
- Student must attend to their own dishes.

Dining Room Etiquette

- Manners are important in the dining room
- While in the dining room for meals, all cell phones and other electronic devices must be turned off and not be in sight on the table. Any items on the table or used during meal times will be confiscated for one week. Once students have been dismissed, finished their meal and taken their plate to the server use of phones and other devices is permitted.
- Attendance is required at all meal times
- Hair is expected to be tied back at all times, this will help prevent students from playing with their hair during meals
- Appropriate clothing must be worn. Gloves, coats, scarves and hats must be removed before sitting down. No skin / midriff tummy to be showing.
- “Please, thank you, respect for oneself and the comfort of others” In these few words lie the essential etiquette of the dining room table; therefore anyone eating in the dining room is required to:
 - Speak to the kitchen staff in a courteous manner at all times
 - Use plates for preparing food eg making sandwiches not on the table top
 - Foot wear must be worn in the dining room. No slippers.
 - Use cutlery appropriately, and not wave it in the air
 - Sit correctly at the dining table and no eating with elbows on the table.
 - Ask politely for salt, pepper or water jug to be passed rather than reaching in front of others
 - Cut food into bite sized pieces
 - If students need to leave the Dining Room, permission is to be sought from the Staff on Duty
 - All dishes and rubbish to be cleared away
 - Push chairs in when leaving the table
 - Talk quietly at the table near you, but not to the girls at other tables
 - Not play with food, eat with mouth closed
 - Walk in the dining room
 - Any spilled food or drink will need to be mopped up immediately
 - Food must not be taken from the dining room
 - All students sitting at the table are responsible to ensure it is cleared after each meal.
 - Table cleaning and dishes are done by students on the step system or pulled out of the duty box.
 - All students must drink out of a glass. Water bottles are not permitted during meal times.

Year 12 students are role models and must report to the duty matron if they have any concerns regarding students at their tables.

Special Dietary Requirements

- If you have a special diet, a parent needs to contact the Boarding Manager so that she can liaise with the kitchen staff.
- Parents to put in writing the dietary requirements.

PERSONAL ITEMS

Mail

Incoming mail is available for boarders

- at the Boarding House after school Monday - Friday.
- Faxed messages, couriered parcels etc. will also be available to students after school. Stamps may be purchased from the school office.
- Faxes may be sent from the boarding office and will be charged to students' accounts.
- Students wanting mail to be posted can deliver this to the school office before the end of lunch time daily.

Pocket Money

We recommend that families of boarding students make arrangements with the Boarding House staff to keep pocket money in the Boarding House office. Students are required to sign for their pocket money.

Telephones / Cell phones-

- No collect calls will be accepted by the school/Boarding House.
- We recommend Parents arrange an 0800 number or a Calling Card for their daughter to call home on; however calls are restricted to 10 minutes per person if using one of the Boarding House phones, and will be charged to the students' account.

Cell phones

- Only one cell phone is to be brought in to the Boarding House and this **Must Be** registered at the Boarding House office and updated if you phone changes throughout the year.
- Year 9 and 10 students will hand their cell phones in to the Matron's Office at bedtime, and collect again at 7.00 am.
- All cell phones are to be:
 - turned off during the news, and out of sight
 - turned off in the dining room, and out of sight.
 - handed in during prep time
 - turned off after lights out (senior students).
- Cell phones will be confiscated for one week if used during the above times, or misused.
- Calls will be stopped if inappropriate language is used.

Good times to ring are:

7.00 am - 7.30 am

8.00 am - 8.15 am

3.20 pm - 5.20 pm

6.15 pm - 6.30 pm

8.15 pm - 8.45 pm – Juniors

8.45 pm - 9.15 pm - Year 11

Toiletries

It is advisable for students to arrive at the Boarding House fully equipped. Extra items may be purchased on town leave days

Valuables

It is strongly recommended that valuables and large sums of money are not brought to the Boarding House. If it is necessary it should be handed into the Boarding House office.

For security reasons it is recommended that students purchase a small lock and chain for their wardrobe.

PREP

Evening News (Monday – Thursday)

- 6pm all students watch the first part of the Television News
- Year 9 – 10 in their common room
- Year 11 – 12 in their common room
- All cell phones must be turned off during the news, and be out of sight.

Prep (Monday – Thursday)

All students have homework and are expected to make academic requirements their priority.

Junior Prep

Year 9 and 10 students study in the classroom block

6.40 pm *Prep bell rings, students to get equipment ready and head over*

6.45 – 8.00 pm *Supervised strict silent prep. All cell phones are to be handed in. Students are not to listen to music during this time.*

Senior Prep

Year 11 and 12 students study in the Boarding House under supervision.

Year 13 Students do prep at a study desk in Girdwood / Roberton or the classroom block

Year 13 students will be monitored, but not as closely supervised.

Senior students have access to the school computers.

6.00 pm – 7.00 pm *Specialist rooms may be used. Students must have the appropriate teacher's permission and must sign out in the Prep folder.*

6.20 pm - 6.40 pm *Students needing to print off work may do this in the morning before school. Students needing to get work from another student must do this before Prep starts.*

6.40 pm *Prep bell rings. Students to get study equipment ready*

6.45 pm - 8.30 pm *All students to be at their study desk and on their own.*

7.45 pm *Students needing Group Work assistance with academic work must write this up on the white board at the start of Prep.*

Weekend Prep

Full Boarders are required to attend Prep Friday nights in the Boarding House from 6 – 7pm.

Boarding House Reports

All students will receive two Boarding House reports during the year. Careful monitoring of academic progress will be made by the appropriate Dean and supported by observation from the Matron. If academic progress is not being made then the student will have supervised Prep in the Roberton Boarding House.

TRANSPORT

Air Travel

- Before booking flights please check with the Boarding Manager to ensure that transport to/from the airport is available.
- All trips outside the local town area will incur a cost.

Private Cars

Year 12 and 13 students may bring a car to the Boarding House

- All vehicles are to be registered – form to fill out correctly
- Vehicles are to be parked in the big car park and not outside the front of Girdwood.
- Passengers may only be carried if the school has written approval from both sets of parents and providing the driver has a full licence.
- Boarders are to hand their keys into the Boarding House office upon arrival.
- The Boarding House will not be responsible for any damage to cars parked on school property.
- Students are not to use their car during the week to go to town.

Public Bus Bookings

Public Transport south / north

- Staff can book students on buses
- Students are to fill out a bus booking form.
- All bookings need to be booked early to ensure you have a seat.
- All cancellation bookings incur a penalty fee.

Please note if traveling on Public Holiday weekends it is essential to book early, at least one week in advance

BOARDING HOUSE DISCIPLINE

To ensure that all students feel safe and valued and are able to learn and develop personally, there are very clear expectations as to student behaviour and clear consequences for infringements of these expectations.

The Boarding Houses recognise different levels of behaviour and there are differing consequences and different entry points depending on their severity. This is the basis of our STEP system.

Minor misdemeanours: e.g. dropping rubbish, out of room when lights out, failing to sign Leave Book, wearing incorrect dress, untidy room, out of room during prep, failure to hand in mobile phone, failure to attend meals, use of inappropriate language e.g. swearing. Minor misdemeanours result in House Duties of varying length depending on the degree and/or frequency of the misdemeanour. In some cases the Boarding Manager will contact parents and send a letter home.

Serious misdemeanours: These will be referred immediately to the Boarding Manager / Principal for investigation, punishment and communication to parents. Very serious instances of these offences will be referred directly to the Principal for action. Examples of these offences include being 'associated with smokers', being off the school site without permission, disrespect to any Staff and damage to property.

Very serious offences

These will be referred immediately by the House Staff, to the Principal. Examples of these offences may include:

- a. Brings alcohol or prohibited drugs, cigarettes or substances into any of the Boarding Houses or the grounds of St. Mary's at any time.
- b. Consumes, stores, uses, or gives to other students' alcohol or prohibited drugs, cigarettes or substances in the Boarding Houses or grounds of St. Mary's.
- c. Leaves the Boarding House after lights out without the consent of the House Staff on duty.
- d. Leaves St Mary's grounds at any time without the consent of the Boarding House Staff or otherwise as permitted by rules published by the Proprietors or the Board of Trustees of the School from time to time.
- e. Engages in conduct unbecoming of a student or boarder at St. Mary's which may or does lower the reputation of the Boarding Houses of St. Mary's or the School or endangers the security of the Boarding Houses or other students boarding or attending at School.
- f. Persistently refuses to comply with the directions of the Boarding House Staff or the Principal or Acting Principal or refuses to comply with a direction, breach of which would expose the student or any other student to the risk of injury or damage to their health or safety.
- g. Fails to observe the Special Character requirements of St. Mary's.
- h. Wilfully damages any of the School buildings or the Boarding Houses.
- i. Assaults or uses abusive language to any member of Staff of St. Mary's or its Boarding Houses or theft, misappropriation or unreasonable retention of any other student's property.

- j. Allows any person other than a parent access to any Boarding House or the student's room or living space in any Boarding Houses at any time without the consent of the House Staff first being obtained.

Consequences of very serious offences

Immediate referral to the Principal who will fully investigate the matter and inform the parents. Courses of action open to the Principal include referral to the Police, standing down or suspension from the Boarding House resulting in the student being asked to appear before Board of Proprietors' Disciplinary Committee where they will decide the future of the student in the Boarding House or they may prescribe other consequences.

- The Principal may decide to "gate" girls for the weekends depending on the offence. This can apply to all weekly as well as full boarders.

Further Information

- If a student reaches Step 6 and is removed from the Boarding House, then on her return she will start again on Level 0.
- If a student again reaches Step 6 then this will be deemed continual disobedience and the Principal will refer them to the Board of Proprietors' Disciplinary Committee where the future of the student in the Boarding House will be decided.
- If the student has remained on the same step for **two** weeks without any further offences, then she will drop a step and thereafter one step for every subsequent week, if no further offences are committed.
- If a student is on a step at the end of the term then this is carried over to the next term.
- For incidents resulting in Step 6 or 7 action, the Principal may investigate and the student will be informed of the process before parents.

Gating

Gating is a serious matter.

The following applies to Boarders who are gated:

- The student is confined to the school grounds for the number of weeks specified by the Boarding Manager / Principal
- The student is only permitted to leave the school grounds to play for the school in an inter-school game.
- Personal shopping has to be done by a friend.
- Boarders who have long-term gating on occasions may be allowed supervised shopping at the Boarding Manager's discretion.
- The student is not allowed out with family members. She may, however, be visited by close family members after arrangement with the Boarding Manager. Visits will be brief.

Depending on circumstances Full Boarders may have the following rules added to their gating

- The student may not travel home except under the most exceptional circumstances.
- During the weekend she has the responsibility to check in with a member of the House staff every hour.

CONSEQUENCES:

Boarding Step System:

- Step 1 Boarding House Staff Involvement:
- House Duty (30 minutes)
- Step 2 Boarding House Staff Involvement:
- House Duty (1 hour)
- Step 3 Boarding Manager's Involvement:
- A formal interview with Boarding Manager
 - A letter send to student's home
 - House Duty (1,5 hours)
- Step 4 Boarding Manager's Involvement:
- Where possible, an interview between Boarding Manager and Parents/Caregiver and a letter sent home
 - House Duty (1,5 hours)
- Step 5 Principal's Involvement:
- House Duty (2 hours), weekend gating and any other consequences issued at the discretion of the Principal. There will be a phone call made and letter sent home, and if necessary and possible, a meeting with parents.
- Step 6 Principal's Involvement:
- Contact will be made with the parents/caregiver. Appropriate consequence issued at the Principal's discretion. This may involve a stand down from the Boarding House for one or more nights and/or referral to the Board of Proprietors.
- Step 7 Board of Proprietors' Involvement:
- A meeting before the Board of Proprietors.

Other actions that will result in exclusion from the boarding house:

- i. The student is suspended, excluded or expelled by the Board of Trustees of St. Mary's for any misconduct as a student of the day school.
- ii. The student is asked to leave St. Mary's due to the failure to pay Attendance Dues at the School.
- iii. The Parents fail without reasonable explanation to pay the relevant Boarding Fees and any extras incurred on due date or the cost of repair of any damage to the premises occasioned by the Student.

Step 7 Guidelines For Board Disciplinary Committee Meeting

