



ST HILDA'S SCHOOL
GOLD COAST

Boarding Handbook

Boarding Handbook

Registered CRICOS Provider No. 00510M



**ST HILDA'S SCHOOL
GOLD COAST**

The Homily of St Hilda

Trade with the gifts God has given you.
Bend your minds to holy learning that you may escape
the fretting moth of littleness of mind that would wear
out your souls.

Brace your wills to action that they may not be the spoils
of weak desire.

Train your hearts and lips to song which gives courage to
the soul.

Being buffeted by trials, learn to laugh.

Being reprov'd, give thanks.

Having failed, determine to succeed.



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1. Welcome

Welcome to St Hilda's Boarding!

Thank you for exploring the opportunity and trusting our school to support the growth and development of your child whilst she lives within our community. Adolescent development is a challenging time for all children and therefore it is important that there is a strong partnership between our staff and our parents whilst our boarders grow and mature.

Creating a place where each boarder belongs has a significant impact on your daughters' enjoyment, engagement, and personal development. Therefore, St Hilda's aims to provide effective care, strong connections and a positive community environment from the moment our families step foot on campus.

With 185 boarders living onsite, we have educated and empathetic staff that live on campus, sharing the community life of our boarders. The supervision and safety of our boarders is top priority, but we also recognise that social and academic development assists our boarders to gain individual success. Our Prep program is designed to enhance academic potential and personal fulfilment. With six residential tutors living onsite, along with the Director of Boarding, Head of Senior Boarding, Head of Junior Boarding, our Connection and Activities Co-ordinator and their families, boarders have access to young and mature aged role models that assist and support our boarders with life balance.

Our Big Sister Leadership Platform, House Leaders and Committees assist us to provide opportunities for leadership and service learning and develop a confident voice within their own community. Our Wellbeing Program maintains health, engages with our community, accesses career pathways, and provides a myriad of activities that our beachy environment allows us to engage with.

Throughout the boarding journey students develop a great sense of independence, inclusivity, and compassion for others, aligned with our Anglican traditions, our School motto, *Non Nobis Solum* – Not for Ourselves Alone and our values of Love, Compassion, Forgiveness, Hope and Grace.

Our boarders have a significant impact on the life of our school providing diversity, school spirit and resilience. I welcome our families to view our program in action by following our Boarding Instagram and Facebook platforms, *@sthildasboarding*.

We look forward to connecting with you further and together raise young women to serve and shape the world.

Mrs Amanda Rigby
Head of Boarding



2. Boarding at St Hilda's School



2.1. Philosophy

St Hilda's Boarding School nurtures the growth and development of our young people in a caring, safe, supportive, and secure environment. Boarding facilitates our students' ability to access opportunities which may not otherwise be available to them. Our boarders can grow, dream, and achieve whilst enjoying the world class education and have access to the activities and facilities of the Gold Coast.

An Anglican School, St Hilda's School voices a clear set of Christian values, believing in the power of Love, Compassion, Forgiveness, Hope and Grace to provide a moral compass for our students and staff.

Our Boarding School aims to provide:

- a safe, supportive, enjoyable, and stimulating environment where all our community members will be inspired and encouraged to achieve.
- a positive, mutually respectful partnership between parents/carers, staff and boarders that is nurtured and valued.
- well-qualified, committed, and enthusiastic staff who have high expectations of the boarders they care for and who assist them to meet those expectations through encouragement and guidance.
- an atmosphere where students and staff accept responsibility for their decisions, can feel comfortable to challenge themselves, make mistakes and reflect on future decisions.
- a culturally diverse community that embraces individuals and promotes community spirit.
- staff and students who are confident and caring in their relationships with others in the school and with the community at large.
- staff and students who are competent, independent learners with high self-esteem and who can take risks and assume responsibility for themselves confidently.

- a community of people that show respect and care for the environment in which they live.
- a caring, connected community of people able to share empathy and respect for all.

2.2. School Motto

Non Nobis Solum – Not for Ourselves Alone

2.3. The Homily of St Hilda

Trade with the gifts God has given you.

Bend your minds to holy learning that you may escape the fretting moth of Littleness of mind that would wear out your souls.

Brace your wills to action that they may not be the spoils of weak desire. Train your hearts and lips to song which gives courage to the soul.

Being buffeted by trials, learn to laugh. Being reproved, give thanks. Having failed, determine to succeed.

2.4. School Values

Love, Compassion, Forgiveness, Hope and Grace

2.5. Boarding School Handbook

All boarders and their parents/carers are expected to read this Boarding Handbook carefully and to adhere to the guidelines herein. Updates will be advised as/if they occur. Additionally, boarders are required to always adhere to all School policies.

2.6. Our Strategic Focus

Our ongoing focus is to enhance the Care of the students, the Connections between students, staff and parents and therefore strengthen our overall Community.

3. Pastoral Care



In Boarding, we understand the changing needs of the boarders as they grow older, we work such that our activities, expectations and processes and procedures allow the boarders to grow in independence and to take responsibility for themselves and their decisions. When they leave us at the end of Year 12, we want our Boarders to be able to take their places as young women who are ready to pursue their post-school goals, explore their world and contribute to their community as well-informed, compassionate, deep, and inspiring thinkers.

We aim to provide a safe, secure, and supportive environment in which our boarders can grow, and our staff team is composed of staff who all are integral to our community.

3.1. Staff – Caring for Our Boarders

An experienced team of staff care for the boarders in the Boarding School. Our Boarding School community importantly includes Boarding Staff, Tutors, Boarders’ Reception Administration Staff, Health Centre Staff, School Psychologists, Facilities and Services Staff. This large team of staff works together to care for and support our boarders in their “term-time” home.

The Boarding Supervisors and Tutors are responsible for the day-to-day care of the girls. They develop an excellent understanding of all aspects of a Boarder's life at St Hilda's. The Head of Boarding, Head of Junior Boarding and Head of Senior Boarding reside onsite and have experience teaching in the Day School. They have particular expertise in pastoral care of teenage girls. Contact numbers are provided in this Handbook.

The Boarding House Staff roles are as follows:

- **Head of Boarding** is a teacher within the school, who has responsibility for the leadership, management, and operations of the Boarding School, and for converting the school's strategic goals into operational priorities and plans for Boarding.
- **Heads of Junior Boarding and Head of Senior Boarding** oversee the pastoral care (the physical, emotional, spiritual, and academic wellbeing) offered to the boarders in their care and maintain professional and pastoral contact with Boarder parents. The Head of Junior Boarding and Head of Senior Boarding are the first point of contact for parents and carers with information to share or questions to ask.
- **Connection and Activities Co-ordinator** is responsible for creating healthy and active experiences as part of the wellbeing program to enhance connection and community across both day and boarding school.
- **Boarding Supervisors** undertake specific responsibility for the boarders in their care when on duty; they undertake the tasks required to ensure the care and safety of the boarders and in so doing, contribute to the growth and development of the girls.
- **Resident Tutors** are available at specific times during the evening and weekends to assist the boarders with their academic studies; they also undertake supervisory duties as required.
- **Health Centre Staff** – our Registered Nurses provide vital medical care and support for our boarders (this includes physical, emotional, and mental health), working in conjunction with Boarding House staff. The School Psychologist and School Counsellor work with our Boarding and Health Centre staff to assist the girls.
- **Boarders' Reception Staff** co-ordinate the important administrative and supportive functions of the Boarding School, including changes to your daughter's leave requirements.

4. Boarding Life at St Hilda's School

4.1. Boarding and School Values

Boarding is a special way of life, requiring the boarders to live the values of St Hilda's School:

Our Boarding Awards System – Merits and Certificates recognise demonstration of the school's values in the life of the Boarding School, along with character development. Linking to our Values of Love, Compassion, Forgiveness, Hope and Grace, a hierarchy of merits and certificates is in place, culminating with a Boarder's name being placed on the Honours Board in the Dining Room every year.

All boarders are expected to live our values in the Boarding Houses by simply caring for self, others, and our place. Boarders demonstrate this by:

- displaying respect for, and always treating fellow Boarders and Staff with care and consideration.
- living within the guidelines, standards, and expectations of their Boarding House.
- maintaining a high standard of personal hygiene.
- treating the property, privacy, and space of others with respect and care.
- accepting others for who they are and ensuring their safety and wellbeing.
- abiding by all School policies and procedures.

5. Residential Houses

The boarders are members of one of four residential Houses, enabling them to form close bonds and enjoy House spirit with fellow Boarders and Staff. Boarders are housed based on their age and will change houses as they grow older. Typically, two-year levels are in every House.

5.1. McCulloch House

McCulloch House provides comfortable living for our youngest boarders in a cheerful, and energetic environment. Boarders are guided through a structured routine in the first years of Boarding to slowly become organised, resilient, and intrinsically motivated to meet their personal goals and to learn to take responsibility for themselves.



Boarders have their own individual cubicles for privacy, and they love to add their personal touches to make their areas “their own”. The cubicles are arranged in clusters to foster friendships and a supportive group atmosphere.

The Common Room in McCulloch House is a focal point in the House and is furnished with couches, games, and a large screen television. Boarders love to relax here as individuals or in groups, just as they would in their home family room.

The Common Room also provides kitchen facilities with a microwave oven and dishwasher and Saturday and Sunday mornings see the boarders and staff enjoying breakfast together, just like home.

We welcome Year 6 Boarders, and both Day School and Boarding School staff members work together to assist these boarders to manage their schedules and assimilate in their first year of living away from home.

5.2. Whitby House



Whitby House is situated at the front of the school, overlooking the eucalypts and the front lawn. Boarders from Years 8 to 9 live in the more open layout of Whitby House which provides a comfortable environment for establishing inter-year friendships. The boarders steadily grow through increasing independence whilst still having the careful assistance and guidance of staff. The boarders can relax in their Common Room area and are often found chatting with staff after a day at school. As in McCulloch House, boarders have their own individual cubicles for privacy, and they love to add their personal touches to make their areas “their own”. Similarly, room allocations are changed each term, to allow for new friendships, and tolerance and acceptance for all in our community.

Whitby House provides some kitchen facilities for weekend breakfasts and other light snacks during the weekend and week. This area often becomes a gathering point for the girls.

5.3. Darragh House (Darragh 1 and Darragh 2)



We recognise the expectations of students in the final years of their schooling. Darragh House provides accommodation for Years 10-12 girls. Darragh House are staffed with the needs of boarders in their final years of schooling in mind, and we recognise the increasing independence and maturity of the girls, albeit within Duty of Care requirements. Twin-share rooms for Years 10 and 11 boarders are found in Darragh 1 and single rooms are found in Darragh 2 for Years 11 and 12 girls. Year 12 boarders also

enjoy the fresh single rooms in Rosemary Hughes Room on the lower floor and the two kitchen/lounge areas in RHR allow for relaxation and group work for these, our senior students. All rooms are fully equipped with computer online access facilities and lockable doors. Each room has its own unique layout and architectural design. Again, room allocations are changed each term, to allow for changes of room types and increased connection with different students.

In each of the Darragh Houses, there are Common Rooms, with beautifully equipped kitchens and the boarders love to cook and gather to chat or complete work. Lounges and TV units cater for the social and recreational needs of the boarders and House meetings are held in the Common Rooms to facilitate discussions and planning.



6. Belonging In Our Community

Becoming involved in Day School and Boarding School life is the sure way of gaining a sense of belonging, very quickly. Those boarders who participate in co-curricular, extra-curricular and Boarding activities make new friends and feel at home quickly. Asking for assistance if unsure of anything is also important and boarders will find their peers, Big Sisters and staff are more than happy to help. Being involved allows the boarders to enjoy all aspects of Boarding life and social activity.

6.1. Boarder Badges

All new boarders receive a Boarder Badge on joining our Boarding Community. The boarders wear their badges proudly as a symbol of belonging to our special community within St Hilda's School.

6.2. Big Sisters

Year 12 boarders become "Big Sisters" to our new boarders all of whom are allocated into a "Family". The Big Sisters will oversee the induction of our new boarders, sit with their "family" at dinner one night per week and participate and compete in activities together. Our Big Sisters are integral to our Boarding Culture, providing a friendly face and supportive shoulder for all the girls.

6.3. Family Houses

All Boarders are allocated to one of three Family Houses, via their allocated Big Sister group. Introduced for the purpose of connection and unity and designed to assist in the development of our culture, the winning House is awarded the Boarder Parents Support Group (BPSG) Connection Cup at the end of the year.

Please note, these Family Houses: Albans (Green), Bedes (Purple) and Cuthberts (Orange), are in addition to the residential houses and Day School houses.



7. Settling In – Practical Advice

New Boarders, especially the younger girls, may find organisation of personal belongings to be a challenge. Boarders need to be able to keep their wardrobe and under-bed drawers in a tidy condition. Knowing how to fold clothes and store belongings in an organised format is a helpful skill. It is also beneficial for boarders to be efficient bed making and personal laundry. Boarders love to gain merits and become part of our “Tidy Room” competition.

7.1. Homesickness

Homesickness is perfectly normal for students living in completely new surroundings or returning to Boarding from time at home. It is a natural response due to the loss of security, emotional support, and the environment that homelife represents for most young people. Parents often experience a degree of emotional upset that can result from the absence of their child, also.



In the early stages of adjustment, keeping busy at study and participating in a range of co-curricular and or extra-curricular activities can be helpful. We encourage all boarders to be involved. Connecting with Boarding staff and/or other boarders about their feelings often can assist with homesickness.

As previously mentioned, boarders are encouraged to immerse themselves in social activities and groupings to develop a sense of belonging. Parents are encouraged to allow their daughter the time to do this. Surprisingly, excessive contact with home can make it difficult to connect with others and often delays the process of belonging. Children need to be reassured of parental love and support, but excessive contact with home can be counterproductive.

We therefore encourage parents/carers to note the following:

- Expect that homesickness is a passing phase of your daughter’s (and family) adjustment to Boarding life. Also note that not all boarders feel homesick and thrive on the opportunity and independence.
- Limit contact to that which will be a normal pattern of contact during the student’s stay in Boarding.
- Be supportive and listen when contact is made but direct your child to increased participation in activities.
- Realise that you will hear of, or experience, the worst of your daughter’s homesickness. Boarders will tend to text, email, or call when they are feeling at their lowest.
- Recurrence of these feelings is quite common after the first few weeks or term holidays. However, it is usually overcome very quickly on returning to School. We encourage you to let your daughter experience the normal activities of the Boarding House, particularly during weekends and, therefore, suggest that you do not prolong the break by taking them out too often during ‘settling in’ times. They need to develop a ‘sense of belonging’ in a social group. Return the boarders to the House in plenty of time for them to reconnect and get ready with the other boarders for Day School.
- Please encourage your daughter to see her Head of Junior/Senior Boarding, Nurse in the Health Centre, or School Psychologist if these feelings seem to be reaching intolerable levels. Often discussing with someone not directly involved is of great assistance. Do not hesitate to contact your daughter’s Head of Junior/Senior Boarding if you have concerns.

- Sometimes boarders face challenges in living in a community, following the routines/structures that are necessary for community living and in working through relationship issues; these are all normal experiences in growing to adulthood. At times, the natural response of a girl is to call home in the expectation that the parent will contact the school and solve her problems. We ask parents to discourage this response and encourage their daughter to speak to a member of staff and work through the situation, thus developing her problem-solving skills and resilience. We are of course, happy to discuss with you what the 'plan' is just in case we need to be extra supportive.

8. Expectations & Responsibilities of Living in a Community

The boarders in Boarding are guided by our Expectations of Boarders Policy which is a summary of the school's expectations of every Boarder. These expectations are stated in the school rules, as detailed on the school's website. These are in place to assist all to live together safely in our community, respectful of others and our environment. Human relationships should be characterised by care and concern for every person – students, staff, and parents. A Boarding House is a community of people living together.

8.1. Expectations – Boarding

1. St Hilda's School is an Anglican School. Its motto, Non Nobis Solum – Not for Ourselves Alone, forms the basis on which regulations and expectations regarding behaviour are founded. Human relationships in Boarding should be characterised by care and concern for every person – students, staff and parents.
2. Boarding Staff provide guidance. They may be friendly, "parent", teacher, advisor and at times, "disciplinarian", assisting boarders to understand mistakes they have made and restore situations which occur. Following staff instructions cheerfully, courteously, and promptly is essential to ensure a safe and harmonious community.
3. In each Residence House, boarders must show consideration and concern for others, students, and staff alike, making bullying a serious offence; this includes cyberbullying and any other form of bullying, none of which will be tolerated.
4. Routines and guidelines of the House should be followed at all times, and it is expected that students will be in their own room after lights out to allow for effective sleep health for all.
5. Living in a community means that privacy and time to oneself are important. Boarders must respect each other's privacy, dignity, and the need for a space to be their own. Boarders must not lie on each other's beds and must not enter another student's area without invitation, including when the other student is not present. Intimate relationships are not permitted within the Boarding House.
6. Respect for property is expected. Each student should maintain and protect the school's property and environment, and their own property. Respect must also be shown for the property of others. Boarders may not "borrow" or use the property of another student without that student's specific permission on each occasion.
7. Belonging to a community engenders pride in oneself and community – St Hilda's boarders should show pride in themselves, the Boarding House and the School. It is important that the correct school uniform is always worn, and personal clothing and behaviours are appropriate for the occasion. If asked to change, boarders are expected to do so, knowing the request is not made lightly, but rather to assist the student to understand what appropriate and display respect for self and others is.
8. Respect for the law, as well as the health and the wellbeing of every individual is important. Smoking, vaping, possession of tobacco products, drinking or possession of alcohol, and possession or taking of drugs are strictly forbidden. Boarders who do not respect the law in relation to these matters may be asked to leave the school.
9. All medication – prescribed, over the counter or naturopathic – must be handed into the Health Centre. Boarders may not provide other students with medication.
10. Boarders may not have candles, lighters, diffusers, air conditioners and other items as notified, in the Houses.

11. Boarders are expected to always remain inside the school grounds and inside the Boarding House after 8.00pm each evening, with the exception of attending Prep in the Library or other specific School functions or outings.
12. When on leave, boarders are subject to the school's leave policies and expectations and must abide by leave arrangements agreed with staff and the school, as all outings must be by official arrangement. At times, Boarding School staff will supervise outings for individuals, or groups of students. Any student leaving the school grounds should check in and out through their Boarding Residence and Boarders ' Reception. Boarders may not leave the grounds without permission.
13. Leave conditions set down by the staff and the school are in place with the safety of all boarders and community's need in mind. Such conditions may be more restrictive than the boarders would like, but the staff and School act on behalf of parents for the Boarder. Breaking of these conditions is serious because it undermines the structure of our community and may place the Boarder and others at risk.
14. The school is responsible for the safety and whereabouts of all students. Where the School is not able to ensure a boarder's safety, they may be asked to leave the school.
15. Structured Prep periods are conducive to creating a quiet atmosphere whereby every Boarder is able to devote the required effort and concentration to studies and learn to the best of their ability. Silence after lights out in the evening is requested so that all students can sleep as needed for their wellbeing. There will be times on weekends when quiet time is conducted in the Houses to allow the boarders to study.
16. Boarders are expected to be present at all meals, study periods, Chapel Services and Assemblies/meetings. It is courteous to all others to arrive promptly, and to contribute with good manners, grace, and dignity to these community occasions. Community members also respect and show tolerance for the beliefs and values of others. The boarders are expected to fully participate in any co-curricular activities to which they have made a commitment.
17. Boarders are bound by the St Hilda's School Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement. This Agreement can be found in the Student Organiser. In addition, boarders are required to follow staff direction with respect to the use of technology. Where students are required to hand in technology at night they must do so promptly; they are not permitted to have alternative devices which are kept to avoid Boarding requirements. Boarders are not allowed to take any device into bathroom areas and are discouraged to utilise personal mobile devices during dinner, Chapel and Prep.
18. The School Rules apply in the Boarding House and on all outings and excursions.



9. Safety

9.1. Safeguarding Students Policies

Statement Of Commitment

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and where it exists; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do. *Source: Anglican Church Southern Queensland – Working with Children in Anglican Education Policy v1.0 (2020)*

The Diocese of Brisbane and St Hilda's School are committed to the wellbeing and holistic development of students. This policy, together with the Diocesan Code of Conduct for Anglican Schools and Education & Care Services, applies to all Anglican Schools. It encourages and supports the schools in their commitment to offering a safe, supportive, and ethical environment for students.

The School's Child Protection Policies and Procedures are available on the School's website [here](#). This area of the website also provides access to the Parent eSafety Portal and SchoolTV.

9.2. Who is here to help our Boarders?

If your daughter has any concerns at all, or she feels unsafe while at St Hilda's School, there are people with whom she can speak and who will help. This includes during the day, during the night, on weekends and in school holidays.

Day School

In the Day School, the following people are available to help:

| | |
|---|-----------------------|
| Principal | Mrs Virginia Warner |
| Deputy Principal – Strategic Projects, People and Culture | Ms Julie Jorritsma |
| Deputy Principal – Middle and Senior School Operations | Mr Peter Shaw |
| Head of Senior School | Ms Tania Gallen |
| Head of Middle School | Mrs Lisa Roper |
| Head of Junior School | Ms Chan Welfare |
| Deputy Head of Junior School | Mrs Michelle Leftwich |
| Head of Athena and Director of Pre-Preparatory | Mrs Lisa Cleverly |
| School Psychologist | Ms Rebecca Guzelian |

Boarding School

In Boarding, the following people are there to help:

| | |
|--------------------------------------|---|
| Head of Boarding | Mrs Amanda Rigby |
| Head of Junior Boarding | Mrs Victoria Egan |
| Head of Senior Boarding | Mrs Justine Bishop |
| Connection & Activities Co-ordinator | Ms Caitlin Hannigan |
| Boarding Supervisors | Staff who are on duty |
| Resident Tutors | Tutors who live onsite |
| Health Centre Nurses | Sr Tiffany, Sr Melissa, Sr Rachel, Sr Jackie, Sr Lauren |

Whilst not all staff are onsite in Boarding every night and weekend, there will always be someone available on sleepover (inactive duty 10.00pm-6.00am), and a senior staff member will rotate on call for emergencies. International students going to homestay for the holidays, will be given contact numbers to call should they need assistance.

9.3. Contact Numbers for Boarding

Please add the following numbers to your contacts:

| | | | |
|------------------|--------------|---------------------|--------------|
| Head of Boarding | 0420 372 499 | Boarders' Reception | 07 5577 7370 |
| McCulloch House | 0414 031 434 | Whitby House | 0414 031 505 |
| Darragh 1 | 0414 031 134 | Darragh 2/RHR | 0414 031 157 |

Some useful contact numbers of support organisations outside of school who can help if you are worried:

| | | | |
|---------------|--------------|-----------|--------------|
| Kids Helpline | 1800 551 800 | Headspace | 1800 650 890 |
| Beyond Blue | 1300 224 636 | Lifeline | 13 11 14 |

9.4. Evacuation and Lock Down

In the Boarding School, we take the safety and wellbeing of the boarders most seriously. All boarders practise evacuation and lock down procedures to ensure their safety. Boarders are expected to take these practices seriously and co-operate fully. If a fire alarm is the result of

negligence on the part of a Boarder, and the Fire & Rescue Service is called out, then the full charge will apply to the parent account.

9.5. Prohibited Items

To ensure the safety of all members of our Boarding community, boarders are not permitted to have any flammable or dangerous items in the Boarding School at any time. Such items include, but are not limited to:

- Cigarettes, vapes
- Alcohol, drugs
- Knives
- Flammable goods such as methylated spirits or turpentine. (If these are needed for a specific school subject they must be given to the Head of Junior or Head of Senior Boarding for safe storage.)
- Matches
- Candles
- Diffuser/Air purifier (water type electrical equipment)
- Chewing gum
- Netflix account without age restrictions
- Any material that is at variance with the Anglican Ethos of the School.

9.6. Electrical Safety

For the safety of our boarders, electrical equipment that is used in the Boarding House must be in good condition. On entry to Boarding, all electrical equipment will be tested and tagged. At the beginning of every other Term, new items will be tested and tagged. Appliances that are considered unsafe will be decommissioned. Boarders must give to staff, any electrical equipment that is broken, or has frayed cords or exposed wires, for safe disposal.

9.7. Test and Tag Procedure

- An electrician will conduct Compliance Testing in accordance with the Electrical Safety Regulations and Australian Standards.
- Testing and tagging of Boarding equipment will be conducted by a competent person (a person who has acquired, through training, the knowledge and skill to inspect and test electrical equipment) within the first two (2) weeks of each school term.
- Girls' electrical equipment will be left in a designated area to be tested and tagged. It is each individual Boarder's responsibility to leave items to be tested and tagged in the appropriate place on morning of testing.
- After all testing has been completed, any electrical items without a tag will be held by Boarding Staff until tagging has occurred.
- New electrical equipment which is brought into Boarding during the term must be left with Boarding Staff and is not able to be used until it is tested and tagged.
- Tags are valid until the end of the school year, and then must be removed.
- Should Boarding Staff notice any damaged electrical items, they will remove and request testing to determine their safety before they can be used again.

We regret that for safety reasons, diffusers and personal air conditioners/coolers are not permitted in the Houses. Other items may be deemed a risk and declined at staff discretion.

9.8. Security

Each Boarding House is equipped with an up-to-date electronic alarm system to ensure that the boarders are safe and secure. The Boarding School staff must know where each girl is always. It is the girls' responsibility to see that their movements are recorded with the staff on duty and on Orah before they leave their Boarding House and when they return, for whatever reason.

10. Health Care

The Health Centre Staff are an integral part of the Boarding School Staff team, all members of which are responsible for the wellbeing of the girls. House Staff, and Nursing and Counselling Staff, work closely together to support the needs of the girls. It is similarly important for families to work with the team to ensure the best possible care is provided for the girls.

10.1. Hours

Students may present to the Health Centre at any time during the following hours, except for their scheduled dinner time and during the School Day, when a note is required from the class teacher:

| | |
|--------------------|------------------|
| Monday to Thursday | 7.30am to 7.00pm |
| Friday | 7.30am to 4.00pm |
| Saturday | 9.00am to 1.00pm |
| Sunday | 2.00pm to 7.00pm |

If a Boarder falls ill outside of these hours, the Staff will monitor and decide if it is necessary to organise for a doctor to visit, or the girl to be taken to a local Health facility for review.

International Students require Overseas Student Health Care Insurance and information regarding this can be obtained from the Head of Enrolments – enrolments@sthildas.qld.edu.au.

10.2. Role of the Health Centre

Care of the boarders from Health Centre staff includes:

- Managing chronic conditions through appointments, medication monitoring and administration, liaising with interdisciplinary staff and parents.
- Providing health services pertaining to acute accidents or illnesses.
- Communicating with the day school and boarding staff with up-to-date information pertaining to student health needs (if applicable).

We cannot prioritise the following health care:

- Non-urgent specialist appointments (this does not include Gullotta or Medland appointments).
- Catch-up vaccinations.
- Routine dental checks and vision checks.
- Non-urgent medical appointments (wart removal, skin checks, specialist referrals etc).
- Massage and/or physio for non-acute conditions.

We urge parents to make their own arrangements near the beginning and end of term when it comes to non-urgent health needs but are more than happy to advise and direct you to any local health services on the Gold Coast.

10.3. Emergency

In the case of an emergency, students will be taken to Gold Coast Private Hospital in Southport or Pindara Private Hospital in Benowa, if they have private health insurance. Both hospitals have a 24-hour Accident and Emergency Department. Without private health insurance, in an emergency, students are taken to Gold Coast University Hospital (GCUH). The girl's parents or carers will be contacted if there is a need to attend hospital and should understand the wait to be seen at (GCUH) can, at times be very long. Health Insurance is highly recommended and compulsory for visa students.

10.4. Medication

It is School Policy that all medication (clearly labelled with the boarder's name and dosage instructions in the original packaging), prescribed, over the counter, and naturopathic, is handed in to the Health Centre Nurse. When students keep their own medication, it can become accessible to others. In the case of illness, it is important for our staff to know of any medication a girl has been using.

No medication, vitamin or supplement provided by the parent will be dispensed unless permission forms have been filled out by the parent/carer through Orah or by email to the Health Centre staff with specific instructions. Due to legislation, we require written consent to dispense medication.

If your daughter is prescribed any medication whereby the possible side effects outweigh the care that Boarding can provide, the parents/carers will be asked to take their daughter on leave to commence the medication. For example, sedatives, heart medication, anti-depressants, antipsychotics. If the medication is not urgent, we ask that you commence the medication over the next holidays at home.

Vitamins/supplements should be discussed with a health professional (for example, a pharmacist), to ensure an overdose does not occur. The pharmacist can label the item(s) with a recommended and safe dose depending on the age/weight of the child.

Please do not supply your daughter with their own supply of medication prescribed or over the counter to keep in their own room. This can be provided to them in Boarding by the Health Centre Nurses and Boarding House staff. **Please note, we require your consent on the Boarding Health Form for your daughter to take possession of her own medication for leave and/or transport home.**

Boarders may not provide medication, prescribed, over the counter, or naturopathic to another student, even if the other student requests this. In the case of medications that may be required overnight (eg pain relief), the overnight supervisor will provide the necessary medication and care for the student.

Boarders are not to have medications/vitamins/supplements in their room. Such exceptions include Ventolin inhalers, topical creams, oral contraceptive pill – with approval required by the Health Centre Staff. Parents are required to notify the Health Centre of any medications their daughter is taking.

The Health Centre and Boarding Staff will not dispense any medication that is written in a foreign language.

Parents are asked to update their daughter's medical information, annually or termly if required.

10.5. What To Do When Preparing to Enter Boarding

Please have your daughter fully ready for the term by ensuring:

- You have completed the Boarding Health Form with an up-to-date Medicare/OSHC number.
- All regular medication is provided for the entire term or an up-to-date script is supplied with enough repeats for the entire term.
- All medication is labelled with student name, dose and directions as prescribed.
- You visit the Health Centre on arrival day and speak with staff if needed.
- Your daughter is vaccinated against the flu (highly recommended).
- If your daughter has acute allergies that two (2) in-date EpiPens are provided together with a current Allergy Plan.
- If your daughter has asthma, a current asthma plan and inhalers must be provided.

10.6. Medical and Dental Appointments

All medical/dental appointments for the boarders should be made through the School Health Centre, as an Appointments Diary is kept and Health Centre staff are aware of the availability or otherwise of escorts, if required. If a parent is taking his/her daughter to a medical appointment and a further appointment is made, the parent is required to inform the Health Centre of the date and time so it can be recorded in the Health Centre Appointments Diary to avoid confusion with double bookings. All appointments, other than appointments with the local GP, must have parental permission by email to the Health Centre.

A medical escort is available Monday to Friday, 8.30am–10.00am to escort students in Years 6 to 9 to medical appointments. Please do not make appointments out of these hours if your daughter requires an escort, as staff are unavailable during the day or when on duty in the afternoons. Years 6 to 9 students may attend medical/dental appointments unescorted with parental consent, in some circumstances. A student in Years 10, 11 or 12 may be permitted to take herself to specific medical appointments after negotiation with the Head of Boarding and Health Centre Nurse, providing she has parental consent and is mature enough to gather all information.

10.7. Scripts and Pharmaceutical Needs

The Health Centre has a close working relationship with the Southport Chempro Chemist. If your daughter ever needs medications, the Health Centre can purchase items from the Chemist and your account will be charged accordingly.

10.8. Keeping Health Centre Staff Informed of Changes

Please keep in touch with the Health Centre during the term if your daughter is undergoing any health concerns that will impact our duty of care.

Health Centre Contact Details

07 5577 7207
0414 031 332
healthcentre@sthildas.qld.edu.au

10.9. Illness

It is the school's policy to send "contagious" boarders (with an excludable illness) into the care of the nominated Emergency Contact person. Even if the illness is not "excludable", the school may be advised by a medical professional to have the Boarder isolated or closely monitored. This may mean sending the Boarder into the care of the Emergency Contact person, or home. Where the Emergency Contact is unable to collect an ill Boarder in an acceptable timeframe, the school may need to engage an overnight Nurse if possible, at the parents' expense and the cost shall be charged to the account.

Please do not send your daughter back to school unwell. Illness spreads very quickly within Boarding, and it is particularly difficult to manage in residential settings. Only return your daughter to school when she is well enough to attend school for full days.

10.10. Professional Counselling Service

St Hilda's School provides initial professional counselling services with the School Psychologist for students and families with psychological issues. The School Counsellor is available to assist with challenges such as friendship issues and organisational skills. They are members of the School's Welfare Team, and consequently work within a team-based framework. Where ongoing or extensive counselling is required by a student, the school will provide referrals to external agencies.

School Psychologist appointments are generally booked during the hours of 8.00am and 4.30pm, Monday to Friday, and are available to all students from Junior and Senior Schools.

Parent/Carer consent for a referral to the School Psychologist is necessary for all Junior School students. Formal parent permission is not required for students in Senior School; however, it is the responsibility of the School Psychologist to determine whether a young person is capable of understanding and is aware of what their involvement in engaging with the School Psychologist entails. Students should be informed of the limits to confidentiality prior to the beginning of a counselling service.

11. Student Leadership – Boarding

11.1. Head Boarder

The Head Boarder has significant responsibility for the tone of the Boarding School. She leads the Boarder Prefects, Big Sisters, House Leaders, Boarder Student Council and Boarders and encourages the boarders in service. She organises any rosters for the Boarder Prefects, including assistance with Year Level activities and Connect weekends. The Head Boarder meets regularly with the Boarding Prefects, Big Sisters, Wellbeing Co-ordinator and the Head of Boarding to discuss ideas, initiatives, and any other matters.

11.2. Boarding Prefects

Prefects who are boarders hold Prefect status in both the Boarding and Day Schools. They are responsible for the leadership of the boarders and in their role provide support for our Head Boarder and boarding community.

11.3. House Leaders

Elected leaders from each Family House are responsible for organising the House events, service, and activities for the boarding community. They work closely with the Head Boarder and Student Council to action the 'voice' of each boarding committee.

11.4. Boarder Student Council

A representative from each of the student committees meet twice per term to discuss elements of each committees' progress and objectives.

11.5. Student Committees

A range of committees are available for our boarders to sign up to and provide their 'voice' to support initiatives within our community.

11.6. Community Meetings

House meetings are held in House Common Rooms and are mainly organisational meetings but also provide a forum for addressing questions or issues as they arise. They are conducted by the Head of Relevant Residence.

We hold regular full Boarding House meetings and activities on Sunday evenings (dates advised via the School calendar). These meetings assist us in enhancing our community and enable us to enjoy each other's company, discuss matters, provide information, and participate in activities together and share our stories. The Student Council and House Leadership team will take responsibility for the organisation of these meetings.

12. Boarder Parent Support Group (BPSG)

The aims of the St Hilda's Boarder Parents Support Group (BPSG) are:

- To raise the profile of boarders within the School.
- To raise the profile of St Hilda's Boarding outside the School.
- To encourage communication between Boarding families.
- To support the Boarding staff.

The BPSG works to enhance Boarding facilities for the boarders and to address any areas that could be improved through consultation with families and staff. Exchange of ideas aimed at enhancing the happiness and care of boarders comes from the active BPSG. The group meets at social functions, Chapel services and school celebrations throughout the year. The BPSG presents each Year 12 Boarding graduate with a special bracelet to recognise her time in Boarding.

Individual concerns regarding Boarding and/or the boarders should be raised directly with the Boarding staff as these are outside of the scope of the BPSG. Generally, the Head of Junior Boarding or Head of Senior Boarding is the first "port of call" for such communication.

The Boarder Parents Support Group meets four times per year. The meeting is held on the day boarders return for start of each new term. Meetings are held in the James Administration Building meeting rooms. Parents unable to attend in person are most welcome to join the meeting via TEAMS. The dates of these meetings are listed on the School Calendar accessed via Parent Lounge.

13. Visitors to Boarding School

Boarders may welcome and receive visitors during Boarders' Reception hours but not during Prep time or mealtimes.

Visits take place in Boarders' Reception, in Central Courtyard, or on the front lawn. Members of the immediate family may visit without prior notice. When possible, visitors should give prior warning of their visit so that boarders may be forewarned and will thus be easily located. Visitors are asked to always behave respectfully, just as they would if visiting the boarders in their own homes. They are required to abide by School policies and procedures and respond positively to directions of staff.

Day boarders are welcome to visit boarders in the House Common Rooms, except for Test Block periods; they sign in and out at Boarders' Reception. This procedure protects the privacy of the other boarders. No other visitors may go to the Houses for safety and privacy reasons, unless cleared with Boarders' Reception staff.

14. Welfare of Others

14.1. In the Boarding House

At all times, boarders are encouraged to be considerate of the welfare and wellbeing of others in the Boarding School. Boarding Staff will strive to ensure that this occurs. Boarders must make sure that none of their activities intrude upon others, nor make others feel uncomfortable. If boarders feel uncomfortable about any action or statement by another girl or a staff member, they should try to speak to the person initially, or seek the help of Boarding Staff or Head of Junior Boarding or Head of Senior Boarding. Often, we are unaware of the impact our words or actions may have on others and whilst they may have been unintentional, we need to be reminded to consider others.

Boarders are encouraged to form friendships in both the Boarding School and the Day School. Again, Day boarders are welcome to visit the boarders. In all instances, respect for others is the key to a happy school and Boarding life.

Similarly, fathers and brothers are welcome to assist the boarders with their luggage and unpacking on the first day of term, but in order to respect the privacy of the girls, they are not permitted to be present in the Houses at other times. Other female family visitors must speak with Boarders' Reception to ascertain if it is appropriate for them to visit the Houses. Again, this is to protect the privacy and safety of all Boarders and to comply with Child Protection Legislation.

14.2. Service

Giving back to our community is part of our culture of service within the Boarding School. There are regular events that we strongly encourage boarders to support like that of the Mothers' Day Classic, Anzac Day, Clean Up Australia Day. On top of this we ask boarders to participate in other service activities organised within both Day and Boarding.

14.3. Charity Fund Raising

Boarders are encouraged to develop and implement ideas for raising money or awareness for charity. This is an important part of the development of leadership potential as it involves taking the initiative, inspiring others, and creating a process that ensures a positive outcome.

15. Worship

15.1. Local Churches

If students wish to attend local churches, this can be arranged. Parents should contact the Head of Boarding so that appropriate arrangements can be made; these usually involve the assistance of family or hosts from the Church.

15.2. Chapel

It is important that as a Christian community, we come together as a group at regular times to celebrate what has been happening within our community, to pray together, to reflect, and to challenge each other's growth both intellectually and spiritually.

All boarders are expected to attend the weekly Boarding School service held in the School Chapel. This is an important community time of coming together and the boarders are encouraged to participate in the liturgy simply by their presence, as well as with their special talents, e.g. leading singing, dancing, assisting with preparation, reading, drama and serving as Eucharistic ministers. **Chapel is held on Thursdays from 5.30pm-6.00pm and all boarders are expected to be present. No leave, tutorials or training should be organised for this time.**



16. Academic Matters

16.1. General Academic Matters

The oversight of all academic matters for the girls, rests with the Day School; however, the Boarding and Day Schools work very closely to support the boarders in their academic pursuits. If parents have any questions or concerns, please contact your daughter's Head of Year or class teacher (Year 6) in the Day School, in the first instance. Our Head of Junior Boarding and Head of Senior Boarding are in regular contact with the relevant Head of Year, or class teacher (Year 6) in the Day School. In this way, any matters of concern or actions worthy of praise are easily communicated between the two schools.

16.2. Formal Prep Conditions

Prep is an integral part of each Boarder's academic program. The boarders use the time to complete homework and assignments, undertake general revision, and to prepare for examinations and assessments. We also encourage the boarders to read widely, and this can be done when Prep has been completed.

Boarding Staff and Tutors supervise and assist during formal Prep times ensuring there is a quiet atmosphere conducive to study. The Boarding School conducts formal Prep for boarders as follows:

| Year Level | Recommended Prep Time | 1 st Prep (times may be varied by staff to meet the needs of the boarders) | Dinner | 2 nd Prep | Venue |
|--------------------------|---|---|---------------|------------------------------|----------------------------------|
| Years 6 & 7 | 50-60 minutes/night | 5.15pm-6.15pm Varying times Depending on commitments | 6.20pm-7.00pm | 7.00pm-7.30pm (voluntary) | Library (at discretion of staff) |
| Year 8 | 60-90 minutes/night | 5.15pm-6.15pm Varying times depending on commitments | 6.20pm-7.00pm | 7.00pm-7.30pm (voluntary) | Library |
| Year 9 | 60-90 minutes/night | 5.15pm-6.15pm Varying times Depending on commitments | 6.20pm-7.00pm | 7.00pm-7.30pm (voluntary) | Library |
| Year 10 | 90-120 minutes/night | 6.00pm-7.15pm | 5.45pm-6.15pm | 7.30pm-8.30pm | Library |
| Years 11 & 12 | Minimum 2 hours/night including weekend | 6.00pm-7.15pm | 5.45pm-6.15pm | 7.30pm-8.30pm | Choice of bedroom or library |

Staff will exercise discretion with Prep times and support the needs of the girls, which will vary depending on their activities and the time of the term. These time frames will provide for effective "blocks" of time for the boarders to undertake their homework and plan their time successfully. With effective use of these structured Preps to meet homework, assignment and examination revision needs, the boarders should be able to complete their work during these times; however, as boarders move into older grades, they will need to work on weekends to fulfil requirements and achieve the best possible outcomes. Similarly, younger boarders may need to work on homework during the weekends. Whilst the older boarders can work quietly in their rooms after official Prep times, they should all aim to be in bed by 9.30pm to enable them to get 8-9 hours' sleep each evening.

16.3. Venues for Study

Years 6 to 10 boarders have supervised Prep in the Library and sometimes in their room. Year 11 & 12 boarders have the choice to work in their own room, Common Room or the Library. Darragh boarders wishing to use the Library during Prep must inform the Boarding Staff and sign out of their House. Upon return to the House, boarders sign themselves back in and inform the Boarding Staff they have returned. The library is a place conducive to quiet study and/or group work. Boarders are expected to use the facility for study purposes, during Prep times.

16.4. Library Hours for Boarders

| | |
|--------------------|-----------------------------------|
| Monday to Thursday | 7.00am to 8.00pm |
| Friday | 7.00am to 4.30pm |
| Sunday | 1.00pm to 4.00pm (or as required) |

16.5. Tutorial and Additional Assistance

Teaching staff provide academic support at different times via Power Ups. The boarders are encouraged to take advantage of this support.

Individual teachers are always willing to assist boarders who ask for help. If any girl would like help, she should speak to her teacher or Day School Head of Year. Boarders should not wait until the "last minute" to seek help but should speak with their teachers as soon as they have concerns. This will allow plenty of time for the teachers to assist and solve problems in the early stages.

Teachers are very busy and so boarders need to expect that any request for lengthy assistance will need to be planned, in advance. The Learning Enhancement Co-ordinator is always willing to help boarders who need support or extension. All Senior School boarders may attend the "Homework Club" run after School in the Day School for assistance and Year 7 Boarders are especially encouraged to attend as an extra source of support.

The Boarding School employs tutors who are often a resident of the Boarding House to assist the boarders during Prep time and at other times by arrangement.

16.6. Paid Tuition

From time-to-time students may need a little extra assistance on top of what is provided. To support the academic needs and meet child protection guidelines, the school has an established relationship with 'A Team' tuition. Parents arrange tuition via the company, and we will support the times at which they can access the library. Due to child protection considerations, boarders are not allowed to bring any other company on to the school campus.



17. Study Skills Handbook

St Hilda's School subscribes to the Study Skills Handbook www.studyskillshandbook.com.au. Secondary students have access to 43 units which allow them to discover techniques to assist them to learn more efficiently and effectively.

To use the site, students login with the School username and password. Details of the username and password are available in the School Organiser or from the Head of Year as well as Thrive Succeed teachers. Boarders take advantage of the myriad of educational opportunities at the school, including certificate and diploma course as well as QCAA courses.



18. Communication

18.1. General

Good communication is a significant factor in the development of the important relationships between our Boarding School and our boarders and their families. We aim to keep families well-informed about happenings and life in the Boarding School and share information about the girls' experiences and progress. We understand that parents love to see photos of their daughters and the Head of Boarding, Head of Junior Boarding or Head of Senior Boarding will send photos and updates to families during the year. This brings families so much closer to their girls.

From time-to-time families and Boarding staff need to work together to assist and support the boarders through their time at school. The development of positive, respectful, and open relationships assists at these times as does the mutual understanding that we all desire the best outcomes possible for the girls. The Boarding School works closely with Day School where appropriate to facilitate such outcomes. The relevant Head of Junior Boarding or Head of Senior Boarding is the first person to contact for a chat about your daughter's progress or about any general issues that arise. It is very helpful for the Head of Junior Boarding or Head of Senior Boarding to understand and be kept informed about each student's family life and background. We encourage parents/carers to maintain regular contact with staff.

We are very sensitive to the personal nature of confidential information that is shared with our staff. All efforts are made to keep matters confidential, if appropriate. If we are not aware of a situation, however, we may not be able to take the action that will help your daughter in a difficult time.

From time to time, parents need to share difficult news/information with their daughters. Whilst we understand that families like to keep such information to themselves, experience has shown us that letting the Boarding Staff know prior to a phone call or visit during which such information will be provided to a girl, allows the staff to support your daughter. Of course, the staff member will not disclose the information but can be present with your

daughter when she receives the information and can organise a private area for her. This allows us to provide ongoing care for your daughter and support for your family.

Parents are reminded that staff are not always available to take calls or respond to emails or messages immediately, or even within a few hours. This is particularly so when a member of staff is teaching or is "off duty". If the reason for the contact is pressing and the Head of Junior Boarding or Head of Senior Boarding cannot be contacted, please contact your daughter's house mobile or the Head of Boarding. On weekends, the Heads of Boarding and/or the Connection and Activities Co-ordinator will be rostered on call and can be contacted for urgent issues.

18.2. Current Information

It is very important that parents/carers keep the Boarding School updated with information that is helpful and contributes to the wellbeing of your daughter. This is particularly so for the following:

- Change of address
- Change of contact number(s) or email
- Changes to medical information
- Medical conditions, allergies, illnesses, immunisations, permissions for medications
- Changes to Medicare and/or Private Health details
- Absence of parents/carers eg on holidays
- Living arrangements, court orders

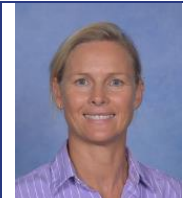
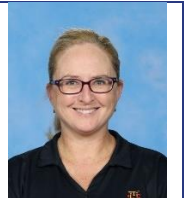
18.3. Emergency Contact Person (Local Carers)

All boarders must have an emergency contact person or carer. Prior to the start of the school year, parents complete the Emergency Contact section of the Student Health Record. The parent will be contacted if a student needs to be removed from the school and arrangements will be made to collect the child. If the parent is not available in a time frame that is acceptable to the Head of Boarding, the Emergency Contact Person will need to collect the child. At times a Boarder will need to be removed from the Boarding School for her welfare or the welfare of others, including for reasons of illness.

18.4. Communication between Day and Boarding Schools

The Boarding staff strive to ensure effective communication between the Day and Boarding Schools. At times it is important for the Day School staff to be informed about events, actions, and issues in the Boarding School. The passing on of information of this nature will be at the discretion of the Senior Boarding Staff, and in order to provide the best possible care of the boarders.

19. Contacts for Families

| | | | |
|---|---|---|--|
|  | <p>Mrs Amanda Rigby Head of Boarding 07 5577 7219 0420 372 499 arigby@sthildas.qld.edu.au</p> |  | <p>School Health Centre Sr Tiffany Tyler (Co-ordinator) 07 5577 7207 healthcentre@sthildas.qld.edu.au</p> |
|---|---|---|--|

| | |
|---|---|
| <p>Boarders' Reception</p> <p>07 5577 7370 boardersr@sthildas.qld.edu.au</p> | <p>Boarders' Reception Hours</p> <p>7.00am-10.00am and 2.00pm-9.00pm Monday to Friday</p> <p>7.00am-9.00pm Saturday to Sunday</p> |
|---|---|

20. Addresses

Mail is delivered to the School each day and outgoing mail is posted each day. Mail to boarders should be addressed as follows:

| | |
|---|--|
| Letters | Student Name Name of Boarding House St Hilda's School PO Box 290 SOUTHPORT QLD 4215 AUSTRALIA |
| Parcel delivery to the School | Student Name Name of Boarding House St Hilda's School Gate 2, Cougal Street SOUTHPORT QLD 4215 |
| Airport Bus and other transport pick-ups | St Hilda's School – Boarders' Reception Gate 7, Cougal Street SOUTHPORT QLD 4215 |

21. Communication with your Daughter

It is important that parents/carers keep the lines of communication open with their daughter, and with modern communication and social media such contact is instantaneous – both as a positive and negative! In the days when letter writing was the main means of communication, students had time to reflect on matters before contacting parents. Now, Boarding Staff are concerned that mobile phones may enable students to eliminate them from important matters relating to their welfare. Spontaneous emotional reactions are often natural and Boarding Staff would like to be supportive of situations like this.

Therefore, we encourage parents/carers to maintain regular contact with staff. Again, please make sure that you inform the Head of Junior Boarding or Head of Senior Boarding about significant events or issues in your daughter's life. Email is a swift and effective method of communication in most instances, but we are just a phone call away for more urgent concerns. Again, such knowledge allows us to enhance our pastoral care of your daughter.

21.1. Newsletter and Website

School activities are on the school website and information is shared in the Newsletter, which gives parents and carers information relating to the School and activities and events. Often the Head of Boarding communicates with parents/carers about Boarding School "happenings" or provides information which may be of interest to families. Boarders and parents/carers have access to the School Calendar via Parent Lounge.

21.2. St Hilda's Daily Correspondence

Information is emailed to parents/carers regularly via an email from 'St Hilda's Correspondence'. For your convenience, all of the hyperlinked documents as well as all current correspondence are accessible on Parent Lounge via the Correspondence portlet located on the Homepage.

21.3. St Hilda's Boarders' Facebook and Instagram

We love our St Hilda's Boarders' Facebook and Instagram pages. Always looking for fast and easy ways to share the everyday and the extra special moments with our community, we hope this page allows families and friends of our Boarders to feel more in touch with their special girls.

22. Important Dates in the Boarding School

22.1. Special Dates

In order to facilitate and grow Boarding House community time and activities, the following occasions have been identified for particular activities. Unless there are exceptional circumstances, boarders are expected to adhere to these times and dates, as part of their commitment to living in our community.

22.2. Connect Weekend (Compulsory)

Many Boarding Schools hold compulsory weekends for boarders for a variety of reasons. At St Hilda's, such weekends are important to us as they allow for building our community, welcoming new girls, developing cross-year level relationships, leadership opportunities and holding activities which involve all the girls. Families are asked to support the spirit of these weekends by not requesting leave for their daughter.

The **very first weekend** and **very last weekend** that boarders arrive to the Boarding School for the School Year are deemed compulsory connection. Parents are expected to co-operate with the spirit of this requirement.

22.3. Service Events

Planned big service events are important to the '185' days of service that is organised amongst our community.

23. Daily Routines

Shown below are the Schedules of a "typical" weekday and weekend for boarders.

23.1. School Day Schedule

| | |
|---------------|--|
| 4.15am-6.00am | Early wake up for those that row or swim |
| 6.00am-6.55am | Wake up calls for those who have study, sport, music commitments. Where possible, earlier wake ups for those undertaking School sport training are provided. |
| 7.00am-7.50am | Progressive Breakfast . Boarders who train for sport in the morning can access breakfast until 8.10am. |
| 7.00am | Everybody up and getting ready for school. Beds to be made, bins emptied, personal areas to be cleaned and tidied, showers and personal duties completed. |
| By 8.10am | All boarders off to their locker and then school. Boarding Houses closed until 3.25pm. |
| 8.20am | School begins |
| 10.25am | Morning Tea |
| 12.50pm | Lunch |
| 3.25pm | School finishes. Boarding Houses open, afternoon tea, study, leisure time, all co-/extra-curricular activities |
| 5.15pm-6.15pm | First Prep (varied start for Years 6-9 depending on their commitments). |
| 5.45pm-6.15pm | Dinner for Years 10-12. |
| 6.15pm-7.15pm | First Prep for Years 10-12. |
| 6.20pm-7.00pm | Dinner for Years 6-9. |
| 7.00pm-7.30pm | Second Prep for Years 6-9 (if required). |
| 7.15pm-8.30pm | Second Prep for Years 10-12. |
| 7.30pm-8.30pm | Down time, shower time and time for phone calls, especially to home for Years 6-9 prior to IT collection. |
| 8.30pm-9.00pm | Years 6-9 in rooms where they can read or draw. |
| 8.30pm-9.30pm | Years 10-12 optional Third Prep/down time, shower time etc. |
| 9.30pm | All Houses quiet and in own rooms. |

23.2. Weekend Schedule – Saturday and Sunday

| | |
|----------------|---|
| 5.30am-7.45am | Early wake up calls possible for boarders who have study, sport or music commitments. |
| 8.00am | Breakfast , in-house. |
| 9.00am-12.30pm | Leisure, personal tasks, organised activities/sport. |
| 12.30pm-1.00pm | Lunch . All boarders in-house must attend. Time may vary due to weekend activities. |
| 2.00pm-5.30pm | Organised outings, sporting or cultural commitments. Optional study, rest, relaxed activities with fellow boarders. Sports Complex (gym), music rooms are available on weekend for boarders who are interested. Receive visitors in Boarders' Reception or Central Courtyard. |
| 5.30pm | Dinner in the Dining Room. All boarders attend. Takeaway on Saturday – boarders eating in the quad. |
| 6.15pm-7.00pm | Focus time – all boarders to prepare for the school week ahead. |
| 7.00pm-10.00pm | Organised activities in-house or offsite. |

Please note, girls from Years 6-9 have some Technology-free times factored into their weekends.

23.3. Clothing and Equipment

Boarders are encouraged to plan their own casual wardrobe, recognising that hanging space is limited. Boarders should provide their own personal toiletries. Footwear is to be always worn outside the Boarding Houses. It is essential that all belongings, including electronic devices are clearly named; name tags which are sewn on are the most reliable. We hope the following list assists boarders with their packing:

'What to bring list' for Boarding

Recommended

- 1 pair casual closed shoes
- 1 washing basket
- 1 pair of exercise shoes (plus specific shoes as required eg touch, netball etc)
- 1 dozen coat hangars
- 1 pair slippers/thongs/slides
- 1 doona and 2 doona covers
- A range of 'normal' and seasonal casual clothing
- 1 pillow, 1 pillow protector and 2 pillowcases (note: sheets, towels and mattress protectors are provided by the school)
- A couple of pleasant outfits for leave or an organised outing eg a dance
- Charger for phones another devices (named)
- 1 raincoat/waterproof jacket and/or umbrella
- Wallet/purse with pocket money/keycard/Medicare/Health Insurance (if applicable)
- 1 hat (significant protection), sunscreen
- 1 mug
- 1 pair of swimmers, 1 rashie shirt
- 1 beach towel
- Seasonal PJs or nightwear
- Stationery: for school and leisure (separate to required ordered stationery)

- Toiletries as per personal requirements (a toothbrush “case” is a recommended)
- Underwear as required (be generous)
- A few novels to read
- Period underwear (eg ‘ModiBodi’) or navy/black undies (for soaking purposes in our laundry)
- Mesh wash bag (to put underwear and socks in, for the washing machine)
- 1 lanyard (for assigned key to lockable cupboard)

Medical Requirements

- 2 EpiPens for use at school and the Boarding House (as required)
- Asthma inhaler for use at school and the Boarding House (as required)
- Individual prescribed medications (if applicable)
- Medication scripts (if applicable)
- Vitamins/supplements (if applicable) – please consider sending a school term’s worth of supply as some of these are hard to replenish
- Email sent or Orah form for consent filled out with the name of the medication/vitamin/supplement, the frequency of which it is given, the dosage and for how long you would like this to be dispensed
- Individual heat pack (if required)
- Asthma Plan (if applicable)
- Anaphylaxis Plan and (if applicable)

Optional – Helpful but not necessary

- 1 sewing kit
- 1 laundry marker
- 2 facecloths
- 1 shopping bag (‘Enviro’)
- 1 dressing gown (non-flammable)
- Photos from home – family, friends, pets etc
- 1 plastic food container for storing food
- Booklight
- Shower caddy to carry shampoo etc to bathroom
- Plastic door hooks that sit over the cubicle door (Years 7-9 only)

Please note, boarders spend lots of their time in school specific clothing. Appropriate casual clothing is required for weekdays and weekends. As space is limited, be mindful that many boarders can change clothing after each term to meet the seasonal requirements.

End of term storage is also a challenge and boarders are required to take home as much as possible of their belongings. We do assist those who have limited air travel luggage allowances.

23.4. Chapel/Theatre Occasions and Dining Room

Boarders should wear modest, smart clothes to Chapel. Short skirts and “short” shorts are regarded as beachwear and not acceptable attire for chapel. Appropriately modest clothes and footwear must be worn in the Dining Room; pyjamas are not acceptable attire in the

Dining Room. If staff believe a girl's attire is inappropriate, the Boarder will be asked to change out of respect for the occasion.

23.5. Bed Linen

The Boarding School provides sheets, towels, and mattress protectors for all boarders. Boarders bring their own doona and pillow; two doona covers, and pillowcases are required. Doona covers must be able to withstand the high temperatures used in our commercial laundry. The House Staff advise the boarders of the day for changing linen and guide them through the procedure involved.

For ease of commercial washing schedule, please make sure your daughter has a minimum of two (2) tunics, five (5) shirts and two (2) PE uniforms.

Doonas must be taken home for dry cleaning at the end of each year and returned with the dry-cleaning receipt. Boarders' Reception staff will happily organise dry-cleaning of doonas for boarders who fly home, and the cost will be charged to their account.

23.6. School Uniform

All School Uniform items are listed below and may be purchased at the School Uniform Shop. The School Uniform Shop offers a full selection of pre-worn School uniforms.

It is essential that all items of clothing, linen, and uniform are named, using name tags which may be ordered online. Unnamed uniforms create problems for return to the rightful owner, so it is essential for name tags to be sewn into each garment. We find that even laundry markers rub off overtime.

Boarders' School Uniform List (minimum requirements – a full list can be found on the School's website [here](#), along with requirements for Year 6 students).

Make Up, Hair Colour and Earrings

When wearing the School Uniform, the following conditions apply: Make-up cannot be worn with the School Uniform; hair must always be a natural colour; boarders may wear one set of earrings, i.e. one small stud or sleeper or pearl at the base of each ear. The Uniform Handbook outlines the uniform expectations in more detail – see [here](#).

24. Electronics and Social Media

24.1. Email/Internet/Personal Devices ie Computers, Mobile Phones, Apple Watch

All students have access to email and the internet. Each student is issued with an individual email address as well as internet access through a personal login. These can be accessed through the school's computer network. The school monitors access to inappropriate websites. All boarders have internet access, via a wireless network. Students may bring their own laptop, personal computer or iPad and request connection to the School Network, through the Information & Technology department (helpdesk@sthildas.qld.edu.au). Please be mindful that devices with their own internet connectivity capacity cannot be monitored by staff. We strongly recommend parents utilise their own monitoring capabilities and set up parental controls prior to entry into boarding.

Students in Years 6 to 10 hand in devices each evening. This is to ensure the boarders are not using their devices during the night and hence are able to get a good night's sleep.

The older boarders are encouraged to self-monitor use of their electronic devices, and so boarders above Year 10 do not hand their devices in of an evening. However, the boarders are trusted to be mature and self-regulate, ensuring they get a good sleep and respect those around them.

Parents of boarders in Years 11 and 12 are asked to establish their expectations with their daughters. These boarders are, however, most welcome to hand in their devices during Prep and/or overnight. Several boarders use this strategy to assist in their self-regulation and to focus on their work during Prep time.

Low-cost mobile phones give opportunity for greater ease of communication. To maintain the privacy of all students, mobile phones with camera facility must be used responsibly to consider the privacy of all residents. The security of mobile phones will be the responsibility of students.

The use of mobile phones is permitted for boarders under the following guidelines:

- The school does not accept any liability for lost phones/telephone cards/accounts.
- Mobile phone numbers must be registered with the Boarding Staff at the beginning of term.
- Mobile phones (incoming and outgoing) may not be used during Prep, mealtimes or after bedtime.
- All phones must have passcodes known only to the user.
- If students are found to be in breach of guidelines, they may forego the use of their mobile phone for a period of time.
- No student is permitted to have an extra unregistered device.
- Mobile phones are not permitted in a bathroom at any stage.
- The recording of staff members or other students is not permitted without prior permission.

24.2. Access to Wi-Fi and Applications/Social Media in Boarding

In Boarding, we have a range of ages, which require a range of access levels and the responsibility on the part of the boarders, which goes with access. We aim to have the boarders develop good electronic/technology/social media habits – a combination of good habits and sensible (time) access

Years 6-9 girls' hand in their devices at night and we note the legal age of 13 for young people signing up to social media platforms. The wellbeing of the boarders is the primary focus for us – they need at least eight hours sleep; therefore, we store and charge their devices overnight. The timing of hand-in is designated by the Houses.

The School is able to manage graded access to Wi-Fi depending on year levels; we also make allowances for individual boarders with special programs, e.g., regular nightly sports commitments. These boarders are granted extended and appropriate access to their devices to complete their studies.

Wi-Fi access is between the hours of:

- 5.00am and 9.00pm for Years 6-8.
- 5.00am and 10.00pm for Years 9 and 10.
- 5.00am and 11.00pm for Years 11 and 12 weekdays, and midnight on Saturday night.
- On weekends, the Year 10s can keep their devices on Saturday nights.
- Access to apps such as Instagram and SnapChat will be removed on weekdays during Prep:
 - Years 6-9: 5.00pm-8.00pm
 - Years 10-12: 5.30pm-8.00pm
 - Parents can advise the school of other applications they use to communicate with their daughter. The school will assess the appropriateness and provide access if deemed appropriate.

Parents are kindly asked not to call their daughter during Prep time, so she is able to focus on her Prep without distraction. Similarly, the boarders cannot use their phones during dinner, nor take calls outside the Dining Room rather than attending dinner. Dinner is a community time and is important to enhance the girls' enjoyment of time together.

VPN utilisation has recently increased on student devices. We ask that parents check the possibility of a VPN on their child's device and remove it, so the IT department can maintain our safety and security protocols. If you are using VPN as part of a safety protocol, please alert us of this prior to entry, so we can adjust our security settings.

Use of devices in public areas

Headphones are to be used when listening to devices with the exception from Friday afternoon until Sunday afternoon. Community living cannot accommodate the differing music tastes and consideration must be given so that the noise level does not impose on other girls.

Use of electronic devices for entertainment eg. Netflix

Today's technology provides wonderful opportunities for the boarders to connect with their world and to access information and entertainment. With this comes the responsibility for them to self-monitor what they access, how they use their devices and the amount of time spent using them.

25. St Hilda's School Cyber Safety and Digital Wellbeing

The following is the School's Agreement which all boarders are expected to observe and sign in their Student Organiser, along with their parents (the Head of Junior Boarding or Head of Senior Boarding will sign in lieu of parents/carers for boarders):

Digital technology, including mobile phones, laptops, iPads and smart devices, are a part of everyday life. St Hilda's School recognises student wellbeing and safety are essential for academic and social development.

The aim of this agreement is twofold:

1. to promote the wise and ethical use of digital technology in a way that provides access to its benefits for educational purposes and promotes a classroom climate that values engagement in learning through the management of screen time; and
2. to promote a culture of school connectedness, valuing face-to-face interactions through the management of technologies.

I agree to be a **responsible** and **ethical** user of all digital technology, including the internet, and relevant electronic devices (e.g. mobile phone, smart watch, airpods/earphones, laptop, iPad), and will follow the expectations below:

I have the right to:

Engage positively

- install legally acquired applications and content (e.g. School licensed software, Apps)

Choose consciously

- be safe when using digital technology (e.g. online safety, password protection)

Know my online world

- recognise online risks and how to manage them

I have the responsibility to:

1. bring portable devices (e.g. iPad, laptop) fully charged to school every day.
2. use the devices at school for educational purposes.
3. keep passwords for devices and online environments secure and private.
4. use school communication tools (e.g. email) for educational purposes.

5. store and organise work on the device and select names for files that are appropriate and respectful.
6. backup data from devices regularly.
7. respect and observe all laws pertaining to copyright, intellectual property, privacy and piracy by requesting permission to use images, text, audio and video, and attribute references appropriately.
8. communicate with others, both inside and outside of school hours and in social situations, in a legally and socially appropriate manner that does not offend, insult, hurt, humiliate or intimidate another person.
9. protect the privacy of others, only taking photos or recording sound or video for legitimate and agreed to purposes, and only when others are aware and formal consent has been provided.
10. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
11. report offensive or illegal content or threats.
12. think carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
13. replace any school supplied devices that are lost, damaged or stolen.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times by:

- switching off my phone and storing it in my locked locker from the start of the school day, 8.20am, until the final bell, 3.25pm, to maximise learning time and minimise distractions in class and promote face- to-face connections during breaks;
- only take my phone to class when a specific instruction has been given by a member of staff in advance that the device will be required for educational purposes;
- as part of an approved lesson, only take and share photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent; and
- only make or answer calls or messages, when necessary, at my locker at the commencement of morning tea or lunch.

Exceptions: The only exception will be where students use phones to monitor health conditions. This must be discussed and arranged with the Head of Year.

Earbuds and earphones: Students need to be able to listen to instructions and collaborate with others during class, and during breaks. Earbuds and earphones should be used with discretion and with permission from the classroom teacher.

Junior School: Students up to Year 5 who bring a mobile phone to school must hand the phone in to Junior School Reception. Students in Year 6 must keep the device locked in their locker throughout the day.

Boarders should also acquaint themselves with the **Expectations of Boarders Policy** to familiarise themselves with the use of technology after school hours in Boarding.

25.1. Student Agreement for Boarders

I agree to comply with the rights and responsibilities set out in this agreement.

- A Netflix account does not automatically entitle the owner to use it for viewing, at all times of the night and day. The use of Netflix is regarded as a privilege, not an automatic right, and senior girls are expected to self-regulate the time they spend engaged in this manner. We ask parents to ensure restrictions are placed on the account as we cannot monitor what the girls are always watching.
- The Boarding Houses have their own Netflix capabilities and will monitor the rating of PG/M for McCulloch and Whitby boarders (M based on suitability).
- McCulloch & Whitby boarders must not watch movies past scheduled bedtimes, unless this has been negotiated with the staff member on duty, which may occur on weekends.
- Darragh boarders' curfew time for movie watching in rooms is 10.00pm, with further leeway on weekends, after negotiation with staff.

Parents/carers are able to monitor their daughter's access to the internet and social media via family accounts, and are encouraged to do so, for this is family responsibility, with parents setting family expectations.

26. Information for the Day to Day

26.1. Laundry

The School's commercial laundry launders all sheets, towels and doona covers as well as School uniforms. There is no extra charge for this laundry service.

At the end of term, students can arrange through Boarders' Reception to have their School Blazers, pillows and doonas dry-cleaned at a Southport drycleaner. This will be charged to the individual student account.

26.2. Personal Items

Washing machines, dryers and ironing facilities are provided for the girls to do their personal washing. Boarders will be assisted with this task; however, it is helpful if families have been able to assist the girls in developing some skills prior to coming to Boarding.

26.3. Baggage Rooms

All Boarding Houses are totally cleared for airing and cleaning during each holiday break, so they are fresh and welcoming for the boarders' return. Pest control, carpet cleaning and mattress sanitisation are carried out according to scheduled intervals on school holiday breaks. At the conclusion of the term, each boarder may store one laundry basket with doona, pillow, musical instrument, school bag and books in the designated storage room. Due to the limited storage capacity onsite, boarders with excess luggage will be charged for storage offsite. All other luggage must be taken home. The Boarding Houses may also be used by outside groups of people during the term breaks. Boarders are therefore encouraged to have a minimum of clothing and belongings at Boarding School, as it makes it easier to transport them home at the end of each term.

26.4. Care of Money and Special or Precious Possessions

Parents are encouraged to organise a bank account and an ATM card for their daughter. This enables you to directly deposit money into the account, while the actual amount is decided between you and your daughter. There are numerous ATMs at our local shopping centre. Most major banks have a branch at Southport.

The School will not take responsibility for money/valuables kept in the Boarding House. Boarders must keep money and valuable items in the locked storage area within their room. Alternatively, they can ask for their valuables to be stored in the safe at Boarders' Reception. Boarders should bring a padlock and combination lock with them to Boarding. Both keys should be on key tags so one can be kept and the other locked away in case. Passports,

airline or bus tickets and precious items should be handed in to Boarders' Reception for storage in the school safe.

26.5. Damage to or loss of Personal Belongings

The risk of damage or loss to any boarders' personal belongings is a possibility and while the school will endeavour to ensure reasonable care is taken, it will not accept responsibility. Boarders' personal possessions are not covered by the School Insurance Policies. Parents should take out individual insurance for their daughters as the school is unable to take responsibility for the loss of, or damage to boarders' property.

26.6. Part Time Work

Years 10, 11 and 12 students may seek part-time employment as per guidelines and the Permission to Work form. The guidelines and Permission to Work form can be obtained from the Head of Boarding. It is imperative that boarders speak to the Head of Boarding prior to seeking part-time employment and that appropriate and acceptable arrangements are made for the student's travel to and from work are made to ensure her personal safety. It is also important that we can manage her Prep time, dinner, chapel and other Boarding School commitments.

26.7. Pets in the Boarding House

Boarders may have a small fish tank on their desk if they wish. No other pets are permitted due to health regulations. Boarders must take responsibility to arrange care of their fish during holiday times. Boarders must not assume staff are able to care for their pets during the holidays and they must make suitable arrangements themselves, well in advance of the holidays.

27. My Room: Expectations

27.1. Own Rooms

Boarders are encouraged to add their personal touch to their rooms provided that any posters or pictures are suitable for display in an Anglican School. Boarding staff will assist students in deciding appropriateness. Blu Tac is the only adhesive to be used. Boarders are expected to respect their surroundings and maintain care of School property and facilities.

27.2. Privacy

Privacy can be an issue when living in a community and we all require time to ourselves and our personal space at times. All boarders must be mindful of, and respect the privacy of other boarders and should not "invade" another girl's space. Accordingly, girls may never enter the room/cubicle of another boarder without the express permission of that boarder. Such respect includes never using/"borrowing" the possessions of another boarder, without that boarder's permission.

27.3. Moving Furniture

To ensure Occupational Health and Safety and cleaning requirements, furniture in boarders' rooms must not be moved without the permission of the Head of Boarding.

27.4. Tidiness

Out of consideration for other Boarding community members, all boarders are expected to keep their room or area tidy. It is important that students are able to organise and maintain their personal belongings in a neat and tidy manner. Boarders need to keep their cupboard drawers, shelves, and wardrobes tidy and therefore need skills such as folding clothes and arranging underwear, socks and toiletries. Bed making and instruction in personal laundry and ironing are an advantage for a new boarder. Boarders are asked to leave rooms in the mornings with:

- Beds made.

- All shoes and clothes put away in cupboards.
- Desks tidied and dusted on the weekends.
- No washing left hanging in rooms.
- All personal items off the floor, so cleaning staff can vacuum the floor.
- Lights out, fans off.

28. Catering

28.1. Food/Meals

In Boarding, we are lucky to have Chartwells catering who take great pride in caring for the nutritional and dietary needs of our girls. They are always willing to help and are a very important part of our team and community. The menu is regularly reviewed by a qualified dietician and cycles every four weeks. Additional insight into what is offered and how the menus meet the needs of girls in the Boarding School are addressed via the student voice committees and feedback to Chartwells.

28.2. Choice of Food and Special Meals

There is a wide variety of food at each meal. Gluten, lactose free and vegetarian options are available. Girls are able to discuss specific personal needs, e.g. particular dietary requirements, allergies, recent dental work with our Head Chef or their Head of Residence who will assist as much as possible. From time-to-time, families will need to supplement their daughter's food requirements, should their needs be quite specific.

28.3. Meals after Co-Curricular Activities

Meals can be sent up to the Houses if girls will be absent during the normal mealtime due to a prior commitment. Girls must make sure they follow the process of notifying the kitchen of any meal variations by 3.00pm the day prior.

28.4. Food Storage

Any food must be stored in airtight containers. For hygiene and health reasons, no food is to be consumed in bedrooms or dorm areas. Girls are expected to respect the property of others in Common Areas and are not to avail themselves of the food owned by other girls, unless invited to do so.

28.5. Birthday Cakes

Should your daughter's birthday fall during the school term, we can arrange a cake for her at your request. [The Cheesecake Shop](#), Southport has many different selections which can be viewed, ordered and paid for online.

The receipt can be emailed to Boarders' Reception who will make arrangements for collection. Please provide at least two days' notice.

28.6. Cultural Expectations

Where special food is required for cultural reasons, the Head of Boarding must be informed. Every effort will be made to accommodate needs in this area.

29. Leave Arrangements

It is important for boarders to go on leave from time to time and enjoy time with family and friends, or Boarding activities, and have a break from community life. Our leave arrangements are designed to support boarders in growing independence and responsibility, developing personal safety strategies and preparing for life beyond Boarding. All leave is at the final discretion of the Head of Boarding and permissions granted will reflect School policy and values. We ask families to support the School with respect to the boarders' leave, understanding that we take our Duty of Care for the boarders, seriously.

Girls submit leave requests through our electronic leave system, Orah. Parents/carers are required to grant permission for most leave types, and where there is a host, the host is also required to acknowledge they will host the Boarder. The Head of Boarding still reserve the right to permit or deny leave at their discretion, on behalf of the School.

Parents and hosts are required to come into Boarders' Reception to collect their daughter/guest and at the end of the leave, to return her to Boarders' Reception, in person. Please understand this requirement is for the safety of our boarders.

29.1. Responsibility to Ensure Adequate Adult Supervision

In authorising persons to host their daughter, parents/carers are transferring the responsibility for the supervision and care of the boarder while away from the School, to the host.

Please be sure that there will be adult supervision when giving your daughter permission to go out on leave. Parents approving their daughter visiting other homes should confirm their confidence in the suitability of the arrangement by making direct contact with the proposed hosts and thus assuring themselves that their daughter will be in suitable care.

29.2. Duties and Responsibilities of Hosts

Hosts take on the responsibility of the parents of a boarder with the consent of the boarder's parents. For this reason, hosts are expected to be of sufficient maturity to care for boarders. Hosts must be a minimum age of 21 years of age, with the exception of older siblings with whom leave may be granted following negotiation between parents and Boarding staff.

St Hilda's School policy states that boarders are not permitted to travel in cars driven by Day Girls or drivers under the age of 21, and that they may not travel in any car unless authorised by parents and staff. Staff are not prepared to allow students who have recently left school to have the total responsibility for a student of a similar age or younger whilst in their care.

The Duty of Care infers the following responsibilities on a Host:

- Adequate supervision of the Boarder at all times.
- Ensuring the boarder's behaviour is law-abiding (especially in the areas of drugs, alcohol, cigarettes and party attendance).
- Accountability for any avoidable or deliberate harm to a boarder in your care.

At no time will students be permitted to travel in cars driven by Day Girls or drivers under the age of 21, (unless condition below applies). At no time will students be permitted to go out with anyone under the age of 21, for leave or overnight leave (unless condition below applies).

St Hilda's will not accept permissions for boarders to be taken out with anyone under the age of 21. Some boarders will be disappointed about this policy and will still insist that their parents can override the policy by simply sending an email to give permission to go out with someone under the age of 21. St Hilda's School is not able to accept these permissions.

29.3. Condition: Leave with Siblings under 21

Requests for outings with older brothers and sisters (under the required minimum age of 21) will be negotiated on an individual basis by written requests to the Head of Boarding.

On occasions when parents want their daughter to be driven home for a weekend or holidays by a sibling under the required age, the School will need written authorisation for this.

Older siblings (under 21) are only permitted to sign out their sisters, not other boarders.

29.4. Leave Entitlements – Shopping and other Recreational Leave

| Year Level | Weekdays – 3.30pm-5.00pm | Weekends/Public Holidays |
|--|---|---|
| Year 12 (all year) Year 11 (from Term 4) | | To Brisbane City or Southbank by tram and train in minimum of pairs for shopping, galleries – parent permission required each time; maximum twice per term and return by 5.30pm. To movies/dinner on Friday or Saturday nights in groups of a minimum of 3 – see detail regarding transport following. |
| Years 11 and 12 | Any afternoon in pairs to Australia Fair, Ferry Road or Queen St Mall. Any afternoon in pairs to run at the Broadwater. On own for appointments/special shopping through permission and negotiation with Boarding School and with parent permission each time to these places (must return by Prep time): the School prefers the boarders are in pairs, for safety reasons. | In pairs to Australia Fair, Ferry Road or Queen St Mall (3 hours). On own for appointments, special shopping through permission and negotiation with Boarding School and with parent permission each time to these places: the School prefers the students are in pairs, for safety reasons. By tram to Pacific Fair for 4 hours in pairs (longer by negotiation). By tram to Helensvale Westfield for 3 hours in pairs. |
| Years 10, 11 & 12 | | To TSS in minimum of pairs to watch games: timeframe negotiated with staff according to match times. |
| Year 10 | Two afternoons per week in groups of 2 or more to Australia Fair, Ferry Road or Queen St Mall. Any afternoon in pairs to run at the Broadwater. | Once on the weekend for two hours with 2 or more to Australia Fair, Ferry Road or Queen St Mall. Tram to either Helensvale Westfield or Pacific Fair once on weekend for 3 hours in groups of 2-4 hours for Pacific Fair in Term 4. (Select one of the above outings per weekend). |
| Year 9 | One afternoon per week in groups of 3 or more to Australia Fair, Queen St Mall (Terms 1-3). Any afternoon in group of 3 to run at the Broadwater. One afternoon per week in group of 2 or more to Australia Fair (Term 4). | Once per weekend in group of 3 to Australia Fair, Ferry Road or Queen St Mall for 2 hours (Terms 1-3). Once per weekend in group of 2 to Australia Fair, Ferry Road or Queen St Mall for 2 hours (Term 4). |
| Year 8 | One afternoon per week with staff member (Terms 1-3). One afternoon per week in group of 3 or more to Australia Fair or Queen St Mall (Term 4). | Once per weekend in group of 3 or more to Australia Fair for 2 hours (Term 4). With a supervisor as part of activities (could be to centres other than Australia Fair). |
| Years 6 and 7 | One afternoon per week with staff member. | As per outings schedule. |
| <p>Over The Road Leave (OTR)</p> <p>Any student from Year 8 up can attend Queen St Mall for an afternoon 'grab n go'. Year 8 are restricted to 45 minutes with three other students, however, may attend with a 'Big Sister' at any time.</p> | | |

29.5. Weekend Leave with Parents or Friends or Relatives

Weekend Leave is from Friday 3.30pm to Sunday 8.00pm although boarders can return Monday morning by 7.30am if they need to access the House. Leave is available on any weekend. Requests should be submitted by 8.00pm on Wednesday. Parent and host approval should be received by Thursday. A reminder that on specific Sundays (previously advised, boarders are expected to return from leave for Full Boarding Meetings at approximately 7.00pm.)

Orah is the platform we utilise to understand where boarders are located. It is a responsibility of the boarder and parent/carer to enter Orah leave, ensuring all details are correct and comply with the Boarder Leave Policy. Boarders are expected to have a face-to-face conversation with the supervisor prior to signing out electronically.

29.6. Tea Leave

Boarders may take Tea Leave from 3.45pm to 8.00pm on Monday to Wednesday. On Thursdays, all boarders must attend Boarders' Chapel. Requests for Tea Leave need to be lodged as soon as possible. Families are asked to restrict mid-week leave and they will appreciate it is important for boarders to establish solid study patterns to assist their learning, and to be disrupted regularly can have a detrimental effect on the boarder's work.

29.7. Casual Day Girl Leave

From time-to-time parents find themselves staying on the Gold Coast during the school week. Requests for Casual Day Girl leave are made via Orah and Day School is advised. This leave type enables boarders to enjoy time with their family, however, all day girl procedures must be followed whilst being a day girl.

29.8. Movie and Dinner Leave – Year 12 only (Terms 1-4 & Year 11 Term 4)

Year 12 boarders enjoy taking movie or dinner leave on Friday or Saturday nights by negotiation with the Head of Boarding. Boarders are able to walk to their destination but return travel must be by tram or taxi, and for safety reasons must be in a group with a minimum of three boarders. Parents may sign off on this leave for the year via Orah.

29.9. Special Leave

Special leave for Birthdays, Formals and other special occasions can be arranged through the Head of Boarding.

29.10. Leave and Attendance at School

Parents and boarders are reminded that the principle focus of their time at St Hilda's School is their time in the classroom, learning. Requests for leave which will cause a student to miss school time are to be made for very special circumstances only. Similarly, Travel Days at the beginning and end of term are designated and boarders should not request early departures or late returns. Boarders should not request leave from school to attend concerts, but rather, should make their arrangements for departure at the end of the school day.

29.11. Signing In and Out Procedures

All boarders on Day or Weekend Leave must return by no later than 8.00pm Sunday (with the exception of previously advised Sunday dates where boarders must return by 7.00pm). These time frames assist the boarders in preparing for the next day and settling prior to bedtime so they have a good night's sleep.

Hosts are required to collect a boarder; having given contact details for the period of time the boarder is in their care. When boarders are checked out, the school must ensure that they are being given into the care of the parent or the hosts approved by the parents and the school. We require a boarder to be checked out by adults of sufficient maturity to take responsibility for her.

Currently, with the consent of the boarder's parents, the school passes responsibility for the boarder to the person signing her out. The host has the responsibility to return the boarder to Boarders' Reception and to check her back in, thus restoring her to the school's care.

Hosts who are collecting boarders will have the times of departure and return recorded. No boarder is to leave the Boarding House until her parents or hosts have completed the check-out procedures at Boarders' Reception. On special occasions, the Head of Boarding may permit a senior boarder to leave the House to go on leave via public transport or in her car, provided there is email contact from the parent which will stand as the parent signing their daughter out and accepting Duty of Care for the boarder from that time.

In signing a Boarder out for leave the Host:

1. is taking full responsibility for that student until they return the Boarder to the Boarding House.
2. accepts that the Duty of Care of the boarder, in all its variances, is transferred from the School to the Host while the boarder is in the care of the Host.
3. is expected to have the boarder in their care for the duration of the leave period.
4. is expected to have the boarder back to the Boarding House by the required time.

29.12. Leave and School Sporting Commitments

Boarders going on leave are required to fulfil obligations to sporting teams despite leave. By prior written arrangement, parents may sign boarders out at a sporting venue, which often assists with the family's activities.

Notice of intention to collect a boarder from a venue must reach the School by the Wednesday prior to the event, thus giving the school time to notify all relevant staff, ensure preparation of correct paperwork and the safety of the boarder.

29.13. Term Travel

All boarders are to be in attendance from the first day of each term until the last day of each term. Term Dates are advertised on the School Calendar on the [website](#) and on Parent Lounge. Boarders may not leave prior to these dates except under exceptional circumstances and only with the approval of the Deputy Principal – Head of Junior School or the Head of Students, Research and Engagement (Senior School), as applicable. A boarders' travel day is provided, and early departures will not be approved except in an emergency. Please make travel arrangements early so that boarders meet these attendance requirements.

Please ensure no bookings for departure are made prior to 4.45am, or if this is unavoidable, parents are asked to make arrangements for their daughter to stay with a relative or family friend the night before. Boarding staff are not available to regularly wake boarders and sign them out for very early morning departures (prior to 4.45am Monday to Saturday and prior to 6.00am Sunday).

Boarders are expected to be in attendance at the Speech Day Ceremony which is held on the morning of the last school day in the school year. Speech Day is a most significant event in the School Calendar – a time for recognising the achievements of the students and for formalising the conclusion of the school year. Membership of the School community assumes the respect of attendance. Arrangements should be made for boarders to travel on the afternoon of that day or the following day.

30. Outings & Recreation/Sport

30.1. Sport

All boarders are encouraged to include exercise in their weekly arrangements:

- Use of all sporting facilities is available – tennis, netball, and basketball courts and oval – as they choose.
- Membership to the school fitness centre provides opportunities to pursue a supervised fitness program. Boarders are able to gain a membership at no cost.
- The use of the Olympic-standard swimming pool is randomly available on the weekends in Term 1 and 4, however, boarders are encouraged to join the school aquatics club for scheduled and regular training opportunity.
- Easy access to training sessions for individual and team competitions at School, QGSSSA and club level. Sports include athletics, cross country, swimming, rowing, netball, soccer, basketball, tennis, volleyball, cricket, touch football, gymnastics, Australian rules football and badminton.

30.2. Weekend Activities

At the beginning of the year accounts will charge \$500.00 to your daughter's student account. This will remain in your daughter's account to cover the needs of your daughter whilst living away. Items that are regularly charged to this account are weekend outings, medications, personal items from the Whitby Shop, Shebah and other transport requirements and dry cleaning. Parents have an opportunity to monitor the funds in this account throughout the year.

Accompanying the diversified after-school activities is a rich blend of sporting and cultural outings. Boarders are always encouraged to attend School-based social events such as Dances and the Annual Fete, House Plays and Concerts, to name a few.

Boarders are also given opportunities to attend theatre productions, theme parks, camps, museums, markets, exhibitions, shopping centres, culinary venues, the cinema, and recreational facilities that provide enjoyable activities such as ice-skating, ten pin bowling, mini golf, surfing and the beach. Interaction with The Southport School (TSS) boarders is encouraged and they often get involved in Dances, Sports afternoons, Barbeques, Trivia Nights, Puzzle Evenings, Dinner and Movies.

We encourage all boarders to attend weekend outings, to try new and unknown experiences and to make the most of both School and Boarding events on offer.

30.3. Parent Lounge Permissions

Boarders must have parents' permission to attend planned activities. This permission is given via parents accepting the Terms and Conditions for Boarders' Activities, on Parent Lounge. Alternate arrangements can be made for those parents unable to access a reliable internet source. The school provides outing information and risk identification for parents to read and then accept or decline their daughter's attendance at events. Due to the sheer amount of activities provided to boarders throughout the year this information is general in nature and does not detail all potential risk of injury i.e. golf putter hits student in the mouth, burnt feet from hot sand. Please understand that Boarding Staff will ensure risk of injury is identified prior to an activity and they will support students to reduce their risk of harm. If you are concerned of the risk potential of a specific outing, please call the Head of Boarding to discuss prior to the event taking place.

30.4. Notification of Intention to Participate in Weekend Outings

The Termly weekend outings will be made available for parent perusal and discussion with their daughter. Some of the outings will incur a cost and so being aware of what your daughter is intending to participate in is important. An Orah notification will be sent for particular outings that incur a fee to assist parents with the added cost of weekend events.

By Wednesday evening, girls in-House for the forthcoming weekend must indicate their intentions to be a part of any outings being offered. The organisation of meals, transport, and venue bookings or ticket purchasing often cannot be done later than Thursday. Hence, we need this information to be finalised by Wednesday evenings.



Except in unforeseen circumstances or illness, each boarder is to honour what she has nominated as her weekend outing commitments. Boarders will be charged for outings that they state they are attending, even if they do not go as generally, tickets are pre-purchased. We encourage boarders to find another student to take their place, if required.

Boarding staff supervise all weekend outings. The highest of standards in dress, behaviour and manners on outings is expected of all boarders. Stringent roll checks are maintained during outings. Boarders are expected to remain in the company of at least one other boarder, or as otherwise required, for the duration of the outing. This expectation promotes the safety and security of boarders.

30.5. Transport

Shebah – Ride Share

The Boarding School has connected with a company called Shebah, a ride share company similar to Uber, but especially designed for transport of women and children. Students and parents can request Boarders' Reception staff to order a Shebah for their daughter, if required. This will be on-charged to the individual student's account. Alternatively, parents can set up an individual Shebah account to monitor travel for their own child.

Private Drivers

The Boarding School has an established relationship with a local limousine company (Limoso) to transport our girls to and from venues and appointments, the charges are added to the student's account. We prefer parents to state which method of transport they permit for their daughter.

30.6. Behavioural Management

It is imperative that we teach our boarders to behave in a way that demonstrates understanding of the concept of Care, Connection and Community. If student behaviours demonstrate a decrease in care for Self, Others and Place, we will make time for our students to self-reflect upon their actions and interactions with our community.

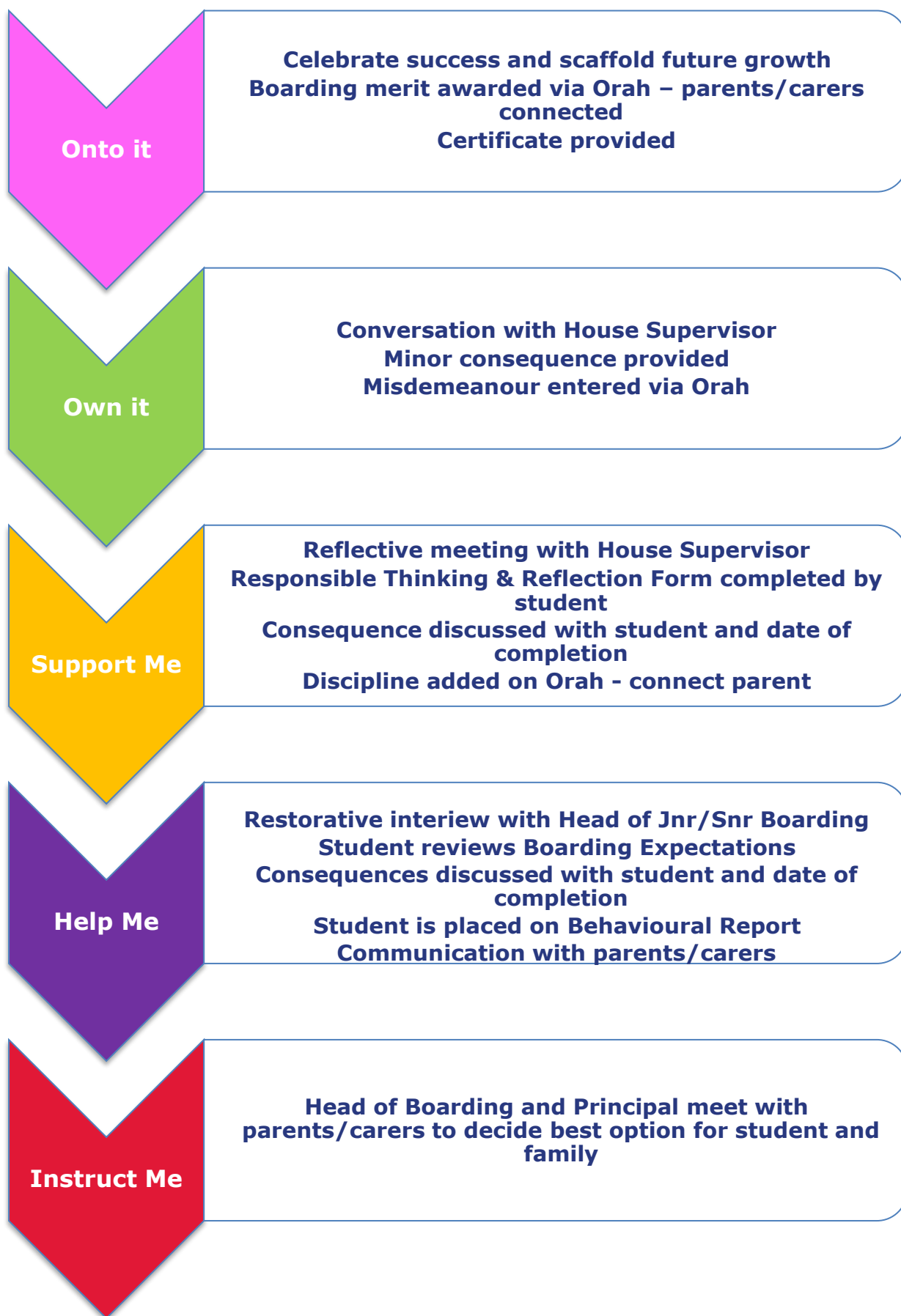
- **Self** – Students self-regulate and self-manage; take responsibility for self.
- **Others** – Students engage positively with others and help to form a safe, caring, and respected community for all.
- **Place** – Students take pride in the facilities, environment, and community culture in which they live.



A range of merits and/or disciplines will be provided to your daughter to encourage effective decision making. Students with the largest amount of merits at the end of the calendar year will have their name placed on the Honours Board to demonstrate our appreciation for their willingness to live positively within our community. If a particular behaviour is unwanted and occurs on more than three occasions with limited understanding, a reflection meeting will occur with the supervisor and/or Head of Junior Boarding or Head of Senior Boarding to decide on how to support the student to make better choices. Parents will be informed throughout the process. More information about our restorative approach to behavioural management will be provided to parents at various times within the year.



Behaviour Management Flow Chart





30.7. Northern Rivers Bus Service

The School offers the services of a chartered bus for our Northern NSW boarders to travel to and from the Boarding School on weekends (Friday afternoon – Sunday evening). Timetable details scheduled stops and fares can be found below and on our School website.

As the bus service is provided for St Hilda's boarders living in the Northern Rivers the following order of priority is used to book seats:

- Boarders who travel home regularly to the Northern Rivers area
- St Hilda's full-time boarders
- TSS brothers and students
- Friends of St Hilda's girls going to the area for weekends

The service will be cancelled on any weekend where there are insufficient numbers and alternative travel arrangements will need to be made by families for those boarders still wishing to travel home for the weekend. Students or parents must inform Boarders' Reception of their intention to travel on the bus before Wednesday 8.00pm weekly. The same applies for brothers at TSS.

There are certain times throughout the year when this service will not be offered:

- Beginning of Term
- End of Term
- Connect weekends
- Other major Boarding and School events

Families are asked to ensure the bus company is aware of any changes to initial travel plans, and to be punctual in having the boarders at the bus stop on the return journey. Boarders are expected to exhibit exemplary behaviour whilst on the bus, respecting the instructions of the driver.

Northern Rivers Bus Timetable

Friday

| Destination | Non-Daylight Savings Run Times (QLD) | Daylight Savings Run Times (NSW) |
|--|--------------------------------------|----------------------------------|
| St Hilda's School | 3.45pm | 4.45pm |
| The Southport School | 4.00pm | 5.00pm |
| BP Service Centre Southbound, Chinderah | 4.50pm | 5.50pm |
| Rest Area, Yelgun | 5.15pm | 6.15pm |
| Village Green Petrol Station, Brunswick Heads | 5.20pm | 6.20pm |
| BP Ozi Go Service Station, Byron Bay | 5.30pm | 6.30pm |
| Old Readings Building, Bangalow | 5.45pm | 6.45pm |
| General Store, Clunes | 6.00pm | 7.00pm |
| Lismore Transit Centre, Molesworth Street, Lismore | 6.20pm | 7.20pm |

Sunday

| Destination | Non-Daylight Savings Run Times (QLD) | Daylight Savings Run Times (NSW) |
|---|--------------------------------------|----------------------------------|
| Lismore Transit Centre, Molesworth Street, Lismore | 4.40pm | 5.40pm |
| General Store, Clunes | 5.00pm | 6.00pm |
| Old Readings Building, Bangalow | 5.10pm | 6.10pm |
| BP Ozi Go Service Station, Byron Bay | 5.25pm | 6.25pm |
| Village Green Petrol Station, Brunswick Heads | 5.35pm | 6.35pm |
| Rest Area, Yelgun | 5.40pm | 6.40pm |
| Caltex Service Centre Northbound, Chinderah (Dinner stop for students) | 6.05pm | 7.05pm |
| Depart Caltex Service Centre Northbound, Chinderah | 6.20pm | 7.20pm |
| The Southport School | 7.05pm | 8.05pm |
| St Hilda's School | 7.15pm | 8.15pm |

Saturday-Sunday Additional Bookings/Cancellations Process: Parents/Carers to email BoardersR@sthildas.qld.edu.au or contact Craig by text message on 0418 271 398 Lonestar Coachlines.

30.8. Cars at School – Year 12 only

Boarders are not allowed to keep a car at School unless special arrangements have been made with the Head of Boarding. Due to pressure on parking spaces, this privilege is limited to boarders in Year 12 only. The school is only able to permit a Boarder having a car at School if the following conditions are agreed upon by the boarder and her parents.

Below is an excerpt from the Student Driver Guidelines:

- Student drivers may not drive any other student in their car with the exception of siblings. Parents must provide permission in writing on each and every occasion that a sibling is being driven.
- Car keys will be kept with Boarders' Reception.
- The car can be used to drive to St Hilda's School at the commencement and conclusion of the school term.
- In addition, when the school is notified in advance, the car may be driven to and from School for weekend leave. This is to the student's home, or when the student is driving the car directly to and from the home of a host (adult over 21 years of age) who will be responsible for the student and the car whilst she is in the care of the host. This means your daughter will be signed out of the Boarding School via parental permission.
- Requests will be considered for students who are training at a representative level to use their car during the school week or on weekends to attend training.
- Requests to use the car to attend other commitments such as cultural events, and medical appointments after school hours will also be considered when submitted with sufficient notice.
- Cars are to be parked only in the area designated for students behind the Netball courts. The Car Park should be entered from Gate 7 on Cougal Street and exited via High Street, Southport. This includes days when there is Saturday sport. Students must not drive or park anywhere else in the school grounds.
- Students are not to return to cars at any time during the school day without permission from the Head of Boarding.
- Details of any cars driven must be provided. A copy of the student's Driver's Licence will be kept on file.
- Cars are parked at their owner's risk; the school is not responsible for any damage.
- Students who do not comply with the school's driving regulations may have their permission to have a car at school, withdrawn.
- Boarders with cars at School must take shopping trips under the same conditions as other boarders in Year 12; they may not use their cars for this purpose. Parents and boarders are asked to adhere to the above conditions, so we are able to maintain this special privilege.
- It is a good idea to consider gaining access to roadside assist to support your daughter if she is to have any car issues.

30.9. Bicycles, skateboards, roller blades, scooters and surfboards

Storage of bicycles and surfboards is difficult. There are some outdoor racks, but they are not secure. If any student wishes to keep a bicycle or surfboard at school, they must contact the Head of Boarding in advance.

Skateboards, roller blades and scooters may be brought to school. We strongly recommend bringing and wearing protective headgear.

30.10. Driving Lessons

Boarders may apply for their Learner's Permit and take driving lessons with their parent's written permission. Driving instructors who take responsibility for our boarders must sign the boarders out and back into the Boarding School. Boarders wishing to take driving lessons must book these lessons outside school hours. Additionally, driving tests must be booked for times outside of school hours. Boarders planning to take driving lessons will need parental approval in writing before any arrangements can be made. The school is unable to provide assistance to boarders wishing to "clock up hours" or practise driving – this is the responsibility of the parent or carer.

31. Special Days/Events at St Hilda's School



31.1. Twilight Concerts

The Music Department at St Hilda's School organises Twilight Concerts. These performances showcase the musical talents of students of all ages. The program is a pleasure to watch and parents and friends are always welcome to attend the Concerts.

31.2. Presentation Ball

The Presentation Ball is a formal evening when the Year 11 students are presented with their 'Senior' badges. The Presentation Ball is organised by the St Hilda's Fathers' Club. It is a very special evening, generating much excitement and pleasure, and all Year 11 parents are encouraged to attend.

31.3. Speech Night

Speech Night is held early in Term 4. Awards are presented to students and performances by the students are an integral part of the ceremony. Parents are welcome to attend. Details are published in the Extra and in the School Calendar (access via Parent Lounge). All students are expected to attend Speech Night.

31.4. School Fete

The BPSG always runs a food stall at the annual fete. If parents/carers would like to volunteer to help on the stall, please contact Boarders' Reception on 07 5577 7370 and your details will be passed to the co-ordinator of the stall. The more volunteers, the less the work that falls to a few! This is a great way to meet other Boarder Parents.

31.5. Sport – Weekly

Boarders are encouraged to join the many St Hilda's sporting teams. Transport to games is arranged through the school. Games occur on Friday afternoon/evening in autumn, and Saturday during winter and summer. Occasionally a catch-up match will occur during the week. Parents are encouraged to watch their daughter(s) play sport, (if able to do so) as this is an excellent way to meet other parents and to spend time with their daughters.

31.6. Outdoor Education Experiences

All students in Years 6 to 10 attend outdoor education or leadership experiences that have been developed for their year group. The camps are held at a variety of venues in South-East Queensland. There are experienced Outdoor Educators employed for the camps and teachers from the school are always in attendance. Since 2021, Years 8 to 10 camps took a change due to covid restrictions. An enrichment program has been in place to assist the girls with leadership development. Dates for camps and enrichment days are listed on the School Calendar (access via Parent Lounge).

Parents are able to refer to the School Calendar (access via Parent Lounge) for the relevant dates of Outdoor Education for their daughter. Details of the camp that your daughter is attending, equipment and clothing lists will be provided to all parents by the respective Head of Year. The Years 6 and 7 experiences occur in Term 1 and therefore it is important to come to Boarding with the appropriate equipment.



32. International Boarders

Handbooks and other policies are available for International students on the School's website [here](#). Students and families are expected to be familiar with the information provided.

32.1. Visa Regulations

The following information is provided to all International Boarders regarding their arrangements:

- Where the School holds the welfare of International Students, the School is responsible for the approval of their accommodation arrangements throughout the year. This includes vacation periods and weekend leave. When approving arrangements, the school must abide by all Commonwealth and State government legislation, Department of Home Affairs as well as other regulatory requirements, relating to child welfare and protection of any overseas student enrolled. Please see the Accommodation and Welfare Policy for full details, available on the School website [here](#).
- This responsibility for the approval of accommodation lies with the Principal in consultation with the parents. It is an expectation that all international students return home for the school holidays; if this is not possible then it is important all parents of international students living in the Boarding School, understand the requirements below. Only in exceptional circumstances will the Principal consider accommodation arrangements other than what is listed below.
 - Student returns to home country.
 - Student is placed in approved homestay through Australian Student Accommodation, please see the School website for further details. Please contact the Head of Enrolments – enrolments@sthildas.qld.edu.au at the beginning of the term if you think homestay will be required.

If you have any questions or queries regarding these options, please contact the Head of Enrolments – enrolments@sthildas.qld.edu.au or refer to the International Students Handbook, available on the School website [here](#).

32.2. Passports and Airline Tickets

All passports and tickets must be placed in a large envelope with the student's name on the front and given to the staff in Boarders' Reception so that they can be stored in the School safe, ready for future need.





| | | |
|-------------------------------------|------------------------------------|---------------------------------------|
| Type: School Handbook | Name: Boarding Handbook | Policy No: BRD7.01 |
| Implementation Date: Unknown | Last Reviewed: October 2024 | Next Review Date: October 2025 |

Boarding Handbook

Related documents

- **St Hilda's School**
 - Boarding – Behavioural Management Process Handbook
 - [Boarding – Expectations of Boarders Policy](#)
 - Boarding – Parents/Carers Communication Policy
 - [CRICOS – International Student Handbook](#)
 - [Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement](#)
 - Junior School Student Organiser
 - Middle and Senior School Student Organisers
 - [Uniform Handbook](#)
- **Anglican Schools Commission**
 - [Code of Conduct for Anglican Schools and Education & Care Services](#)

Document Control

| Version | Description | Date |
|---------|---|------------|
| V1.0 | Document created. | Unknown |
| V2.0 | Document formatted to current branding. Document updated including: <ul style="list-style-type: none"> • Titles of staff (Director of Boarding changed to Head of Boarding; Head of Junior/Senior Residence, changed to Head of Junior Boarding and Head of Senior Boarding). • Defined BPSG as Boarder Parents Support Group. • Changed School Diary to Student Organiser. • Updated Statement of Commitment to full Statement of Commitment. • Changed guardian to carer. • Removed Middle School – reference to Junior School and Senior School only. • Added to Communication section, boarders and parents/carers have access to the School Calendar via Parent Lounge. • Updated Daily Routine according to 2024 School Timetable – morning tea and lunch times. • Updated Medical section, including Health Centre hours – Saturday. • Updated What to bring list – Medical Requirements. • Added reference to the Uniform Handbook. • Changed International Connections Officer to Head of Enrolments. • Added Northern Rivers Bus Timetable. • Added Related documents. • Updated images. • Added Behaviour Management Flowchart. | 19/01/2024 |
| V2.1 | Minor updates | 11/10/2024 |
| V3.0 | Updated School Leadership contacts | 02/12/2024 |

Distribution Checklist

| No. | Recipient | Responsible | ✓ |
|-----|---|--|---|
| 1 | Document location: T:\Policies and Procedures\6. Boarding | EA to the Deputy Principal – Head of Senior School | ✓ |
| 2 | Staff Portal – PDF format, all St Hilda’s staff access | Payroll & Compliance Officer compliance@sthildas.qld.edu.au | ✓ |
| 3 | St Hilda’s School website sthildas.qld.edu.au | St Hilda’s School marketing team marketing@sthildas.qld.edu.au | ✓ |
| 4 | Printed form: <ul style="list-style-type: none">Principal’s office | EA to the Deputy Principal – Head of Senior School | X |



ST HILDA'S SCHOOL
GOLD COAST

Non Nobis Solum

- Not for Ourselves Alone -