St Scholastica’s College
Boarders’ Handbook
2016

Working in Partnership with Families
Revised Edition July 2016
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The parable of the Good Samaritan guides the activities of St Scholastica’s Boarding Community. The example of care and concern motivates us to:

- create a welcoming and safe Christian environment for students, families and staff
- recognise individual differences and respond, where possible, to the developmental needs of each student
- encourage respect for self; and trust, mutual care and responsibility for others
- promote appreciation and pride in the physical environment
- assist students to become aware of, and respond to, the wider social and cultural realities of our world
- work in partnership with parents in the care and education of their children
- develop strong and meaningful relationships

**Boarding Culture**

The Boarding School offers boarders many occasions to mix, relate and gain an understanding of different cultures. This environment provides the experience of being part of a global community that embraces differences and celebrates the uniqueness of individuals. Boarders are provided with a chance to develop a wider understanding of others and the world in which they live, at a time in their life when they are consolidating their values and characters.

It is important that all boarders and their parents and guardians understand that developing ‘community’ is a key function of residential harmony. The following expectations define our boarding community:

- All families and boarders will welcome girls from all backgrounds
- All boarders support the community by fully participating in its activities and the wider opportunities the College offers
- All boarders respect difference and take opportunities to understand each other
- Justice and respect in relation to individual differences form the basis of good relationships
- All boarders work together to promote integration and foster goodwill
- All boarders are encouraged to develop a faith life and to live according to the values of the College, the spiritual traditions of the Sisters of the Good Samaritan and the Rule of St Benedict.
HISTORY

St Scholastica’s Boarding Community is an integral part of St Scholastica’s College. St Scholastica’s College began in 1878 when the Sisters of the Good Samaritan opened a high school in Pitt Street, Sydney.

The College was named St Scholastica’s by Archbishop John Bede Polding, a Benedictine monk, who became the first Archbishop of Australia. Scholastica was the sister of St Benedict who established Benedictine monasticism and wrote the Rule of Benedict which forms part of the spiritual tradition of the Good Samaritan Sisters. St Scholastica’s Day, celebrated on the 10th of February, is a special day in the College calendar.

Like the College, the Boarding Community has taken its motto from the Rule of Benedict.

The motto is PAX, which means PEACE.

In 1901, St Scholastica’s moved from Pitt Street to its present site at Glebe Point. The gates from Pitt Street were erected at Glebe, and Pitt Street became what we know today as Central Railway Station. The Glebe Point property, purchased between 1827 and 1831 by George Allen, was known as Toxteth Park Estate. The foundation stone of the original home, which is now the Convent, was laid in 1829.

While it is believed that there were some boarders at St Scholastica’s from its opening at Glebe in 1901, the earliest available records show that advertisements for boarders appeared in 1904. These advertised for girls to board at St Scholastica’s Convent, the original Toxteth House, and to attend St Scholastica’s College.

During the years, the boarding community has undergone many changes in order to provide quality residential care for girls living away from home. By 1911 there were 45 boarders. The boarders were housed in various parts of Toxteth House until the building now known as St Benedict’s was built in 1941. In 1986 accommodation was further extended when some of the Convent facilities, the areas known as Toxteth 1 and Toxteth 2 dormitories, were handed over to the boarding community. A new boarding facility within the school grounds, Winima House, was opened in 2013.

The boarding community, as well as providing care for girls from rural and regional NSW, QLD, WA, SA and the NT, the Boarding College also offers places for a number of international students, particularly from Asian countries, who are attending St Scholastica’s College. The boarding staff work with the boarders to create an environment in which all can live and grow together in PEACE, with a sincere respect and care for each other.
THE BOARDING DECISION

You and your daughter are about to make a very courageous decision; to complete your secondary education at St Scholastica’s and to reside in the Boarding School. We appreciate this is a very difficult decision and one that was not taken lightly. There are usually many complex factors that underpin this; living in regional or remote areas, wanting the opportunities that a school in the city can offer, choice of subjects, allowing your child to mix with children from many different backgrounds, to gain independence and develop resilience. Boarding life educates the whole person for the wider world, creating an awareness of the needs of others with respect to different backgrounds, points of view, developing a sense of responsibility, by sharing duties, using your initiative, taking the lead or supporting others.

We aim to support your daughter by providing both academic and pastoral care throughout her time with us. We will be working in partnership with parents, treating your daughter as we would like to be treated, developing individuals of self-awareness, self-discipline and self-confidence. Women who possess a sense of responsibility, motivation and determination to achieve their full potential and to make a difference in the world. The Schols boarding community provides for intellectual, social, emotional, moral and spiritual growth, so that when your daughter leaves she will have the skills and confidence to be a caring, competent and confident young woman, able to enjoy and contribute fully to the world around her.

The Schols boarding community strives to provide a “home away from home” where your daughter feels safe, comfortable and cared for. While we are aware we can never replace home and family, our dedicated boarding team have your daughter’s safety and well-being as their primary concern.

Being a boarder has many challenges, but equally many rewards. Living with so many others requires that we respect each other’s space and possessions; that we are able to understand the needs of others; be flexible, responsible and resilient; be considerate and always attempt to remain positive and courageous. This does not guarantee there will not be bumpy or difficult times, as this is life. Meeting those challenges allows us to grow and it helps us to better deal with difficult times and tricky people and quickly move on. The boarding team, aware of the challenges of community life, are there to support your daughter.

One of the essential ingredients of success in any area of life is good relationships. Your daughter will most likely form lifelong friendships with those she meets in the Boarding School. Your daughter will be encouraged to use her strengths and talents for the benefit of the community,
whether it be family, school or the wider community; all providing a solid foundation for a successful and fulfilling life.

The rewards of a boarder’s life are many. There is an opportunity to participate in all the College has to offer and achieve excellence in their area of choice or talent, be it academic, sports, performing or creative arts; making those special friends, becoming an independent, confident woman who can go out into the world and make an impression and a difference.

Adjusting to Boarding School life is a big challenge. Much is said and written about this - all geared to ease those first weeks and months when everything is new, bewildering, and happening for the first time. All those involved in the boarding experience need all the help they can get adjusting to life in the boarding community. Parents are plunged into a whole new experience with very little to help them. They are expected to control their own anxieties, uncertainties, fears and frustrations while providing cool, calm, capable support to their child. Your child has been living within the family, caring, learning, struggling and growing. When your child joins the boarding community they live in two worlds simultaneously - the boarding community, as well as their on-going life in their family. As interaction between these two worlds takes place, those new to the experience need to learn from the “old hands”, those who know the ropes support the newcomers. Boarder parents too, despite geographical distance, are part of the boarding community and can be a tremendous support to each other.

We work in partnership with parents. You are encouraged to contact the Head of Boarding or the boarding supervisors if you have any queries, concerns or issues regarding your daughter in relation to her boarding at Schols. We value and respect the trust placed in us by you and hope that the boarding experience provided at Schols is a happy and rewarding one for your daughter.

THE BOARDING SCHOOL TEAM
The boarders are cared for by a dedicated team and liaise closely with the Principal, Assistant Principals, Guidance Coordinators and School Counsellors - who all have a vital role in the community. Students may speak to any staff member about any concern.

The Head of Boarding is responsible for the general organisation of the boarding school and its staff. The boarding staff are an experienced and caring team who are committed to delivering best practice residential care around the clock. There are seven resident supervisors and several casual supervisors working within the two wings in the main house and in Winima.
The Boarding Administrator, Michelle Santika, is on duty 8:30am – 4.30pm, Monday to Friday. She is your first point of contact for leave and travel arrangements, medical appointments and any other day-to-day issues.

Our dedicated ancillary staff are on duty Monday to Friday for general cleaning and maintenance. Girls are expected to take responsibility for a certain standard of cleanliness in their own rooms and in the recreational areas. Rooms are checked each morning by supervisors; a comprehensive inspection is made once a week.

Please note: Boarding supervisors are not on duty between 9.00am and 3.00pm weekdays. If you have any queries during these hours, please call the Boarding Office or the Head of Boarding direct.

**HEAD OF BOARDING:**

Nadia Mansutti: nmansutti@scholastica.nsw.edu.au 0419 208 177

**ASSISTANT HEAD OF BOARDING:**

Marie Gaffney: mgaffney@scholastica.nsw.edu.au

**BOARDING ADMINISTRATOR:**

Michelle Santika: boardingoffice@scholastica.nsw.edu.au 9660 0342

**BOARDING COLLEGE FAX:** 9566 2698

**DORMITORY PHONE NUMBERS**

Winima: 9692 0447
St Anne’s: 9660 2345
Bens: 9660 2567
Tox 1: 9660 2123
Tox 2: 9660 2234

Parents are welcome to call in on these numbers. We do ask that calls are not made during study or after 9.30pm

**POSTAL ADDRESS**

Letters and parcels for boarders should be sent to:

YOUR DAUGHTER’S NAME
ST SCHOLASTICA’S BOARDING COMMUNITY
4 AVENUE ROAD,
GLEBE POINT NSW 2037
DAY SCHOOL

The Boarding and Day School work closely together. If you have any concerns about your daughter’s academic progress, please do not hesitate to contact the teacher concerned, the Guidance Coordinator or the boarding staff.

DAY SCHOOL: 9660 2622
DAY SCHOOL FAX: 9660 7939
ADDRESS: 4 Avenue Road, Glebe Point NSW 2037
WEBSITE: www.scholastica.nsw.edu.au
DAY SCHOOL EMAIL: office@scholastica.nsw.edu.au

PRINCIPAL: Mrs Kate Rayment
ASSISTANT PRINCIPAL TEACHING AND LEARNING: Mr Adrian Eussen
ASSISTANT PRINCIPAL PASTORAL CARE: Ms Jenny Petschler
CURRICULUM CO-ORDINATOR: Margaret Taborda
BUSINESS MANAGER: Catherine Williamson
REGISTRAR: Cheryl Laing
SPORTS CO-ORDINATOR: Jodie Osborne
INTERNATIONAL STUDENT CO-ORDINATORS: Dianne Quarmby and Margaret Taborda

GUIDANCE CO-ORDINATORS 2016:
If you have concerns about academic performance, attitude, behaviour, family matters, school absences, etc., which might affect your daughter you can contact:

Year 7 Marcia da Costa and Aleshea Houlanah
Year 8 Sue Ius (Manuela McNamara T3)
Year 9 Fionnuala Ryan
Year 10 Jayne McNeill
Year 11 Quenten Watson
Year 12 Vicki Spaulding

Messages to teachers may be passed on through the main school reception.
2016 TERM DATES

**Term 1**

Wednesday 27 January  
New Boarders’ Orientation Day from 10.00am  
Returning Boarders from 3.00pm

Thursday 28 January  
Classes commence

Thursday 24th March  
Pupil-free day in lieu of Open Day

Friday 8 April  
Boarders’ travel day, College closes 3.20pm

**Term 2**

Tuesday 26 April  
Boarders return from 3.00pm

Wednesday 27 April  
Classes commence

Friday 10 June  
Staff Spirituality Day (pupil-free day)

Monday 13 June  
Queen’s Birthday Public Holiday

Friday 24 June  
Boarders’ travel day, College closes 3.20pm

**Term 3**

Monday 18 July  
Boarders return from 3.00pm

Tuesday 19 July  
Classes resume

Friday 23 September  
Boarders’ travel day, College closes 3.20pm

**Term 4**

Sunday 9 October  
Boarders return from 3.00pm

Monday 10 October  
Classes resume

Wednesday 7th December  
Final Assembly 3pm

Thursday 8th December  
Boarders’ travel day

**OTHER IMPORTANT DATES**

**Fri 5 Feb** – St Scholastica’s Day, St Mary’s Cathedral  
**Sat 6 Feb** – New Parents’ BBQ Dinner  
**Fri 19 Feb** – Swimming Carnival, Drummoyne Pool  
**Sun 20 Mar** – Open Day  
**Fri 6 May** – Mothers’ Day Breakfast  
**Mon 16 May** - Year 7 and 12 Parent /Teacher night  
**Mon 30 May** - Year 11 Parent /Teacher night  
**Fri 22 Jul** – Grandparents Morning Tea  
**Mon 25 Jul** - Year 8, 9 and 10 Parent /Teacher night  
**Fri 2 Sept** – Fathers’ Day Breakfast  
**Thurs 22 Sept** – Year 12 Graduation and Family Breakfast  
**Mon 17 Oct** - Year 7 and 11 Parent /Teacher night  
**Fri 11 Nov** – Year 7 2017 Orientation Day  
**Thurs 1 Dec** – Speech Night at Sydney Town Hall
Leadership in the boarding community is undertaken by elected Captains assisted by the Boarder Council who represent all year levels. The captains are elected and serve for one year; the council members are selected by their peers at the beginning of Terms 2 and 4, serving for 2 terms.

The Boarder Council plays a central role in our community. Members work with the Boarder Captains to act as leaders and role models for other boarders, both in and outside of the College.

The Boarder Council participates in decision making, as well as facilitating effective communication amongst all in the boarding community. They are able to voice the concerns and ideas of others at Boarder Council meetings. They work for the good of all within the boarding community.

The Council assists with the organising of social events, dances, and special celebrations such as family Masses and barbeques, theme dinners, organising boarder Orientation Day activities, and mentor/buddy programs for new students, and generally assists as needed.

At regular meetings with the Boarding Captains the representatives each have a time in which they can discuss topics that they need to present on behalf of their year group. When a student has a concern that she wishes addressed she can see her representative, who will take the matter to a Council meeting.

Boarder leadership for 2016/17:

**BOARDER CAPTAIN:**
Giselle Croker from Golspie, NSW

**BOARDER VICE-CAPTAIN:**
Scarlett Mahon from Dubbo, NSW
Within the Boarding Community the rights and responsibilities of every person are upheld and respected.

**Every person has the right to an education**
- therefore
- every person has the responsibility not to hinder the pursuit of academic success

**Every person has the right to be happy and to be treated with understanding**
- therefore
- every person has the responsibility to respect the rights of others, to treat others with understanding and not to laugh at, tease others or hurt others’ feelings.

**Every person has the right to personal privacy**
- therefore
- every person has the responsibility to respect the privacy of others, to respect the good reputation of others, to ask permission to enter another person’s room and use another person’s belongings.

**Every person has the right to safety and well-being**
- therefore
- every person has the responsibility to be clean and tidy, to avoid any practices—smoking, drinking alcohol or using drugs, that may endanger a person’s own health and safety or the safety of others.

**Every person has the right to just and fair treatment**
- therefore
- every person has the responsibility to be truthful and treat others fairly, to be cooperative and to treat Community property with care and respect.

Failure to live by this *Code of Conduct* may lead to a breakdown in the quality of life in the boarding community and will be appropriately dealt with using our discipline procedure, which recognises the developmental stages of students in the boarding community. Normally, minor breaches of the *Code of Conduct* will be dealt with by the supervisor on duty and is based on restorative justice ensuring consistency with the day school.
BREACHES OF THE CODE OF CONDUCT

These may include such actions as:

- leaving the Boarding School without permission
- going to places other than those named at the time of leaving the Boarding School
- smoking and drinking alcohol, or bringing/consuming illegal substances on the premises or when participating in authorised outings
- acting in such a way that other students are at risk or injured
- using abusive language
- possessing inappropriate material

**Serious breaches of the Code of Conduct may lead to the student being asked to leave the Boarding School immediately.**

When there is a breach of the **Code of Conduct**, the following steps will be used:

1. Discussion of the incident with the student
2. Restorative community service
3. Removal of privileges
4. Denial of outings/weekends
5. Agreed behaviour contract
6. Suspension from the Boarding Community
7. Dismissal from the Boarding Community

**Steps 1 - 4** are dealt with by the Duty Supervisor in consultation with the Head of Boarding.

**Steps 5 – 7** are dealt with by the Head of Boarding in consultation with the student’s parents or guardians, the Assistant Principal – Pastoral Care and/or the Principal. The Head of Boarding is in constant communication with the Principal and the final decision on suspension or dismissal rests with the Principal.

Should a student be identified on signing in (a compulsory procedure when individuals return to the Boarding School) as at risk of harm as a result of having participated in risky behaviour e.g., drinking, drug taking or the taking of any other dangerous substance, then the Head of Boarding and/or Principal will be contacted. An assessment of the student’s safety and well-being will immediately be made. The student will be assessed at a medical level and if necessary transported to the Accident and Emergency Department at Royal Prince Alfred Hospital for further consultation. Students who return from the A & E at RPA to the Boarding School will be kept under supervision for the remainder of the night by their Supervisor. This is a serious breach of the Code of Conduct that may result in the boarder being sent home for a period of time. Parents will be contacted and kept up to date of developments. The boarders’ safety is always our first priority.
Preparing for the Commencement of Boarding

Each year we look forward to welcoming new students into our Boarding School and the subsequent challenge presented when a large number of people live in community. To make this operate successfully there needs to be a willingness on everybody’s part to develop a respect for each person’s privacy, their space and their belongings. For many new boarders, coming here is the first time that they have spent a significant amount of time away from home, their family and their friends. Below are a number of issues and life skills that are useful to discuss at home prior to boarding. The following points may assist you in preparing your daughter for her move to boarding.

Some suggested personal/life skills needed for younger boarders:

- Being able to make a bed
- Being able to organise and care for personal belongings
- Being able to keep an individual room tidy
- The ability to sit quietly during study times
- The ability and need to socialise and mix with others
- The ability and need to budget personal funds
- Being able to operate a washing machine and clothes dryer/ knowing how to wash clothes
- Knowing how to iron clothing
- Knowing the importance and value of leisure/recreation times
- Knowing the necessity of respecting peers and boarding staff
- Knowing the advantages of participating in community activities.

In addition, discussion of these other issues may help your daughter settle into boarding quickly and positively:

- The importance of showering each day, changing underwear, using deodorant
- Managing menstruation
- The importance of ensuring that sheets and towels are washed regularly
- Physical and psychological changes that they are likely to experience
- The requirement to leave all medication and its management with the boarding staff
- The importance of expressing concerns directly with staff members and/or parents
- The importance of security of both personal and school property
- How to manage routines
- The importance of a balanced diet
- Being familiar with the academic expectations of St Scholastica's College
- The importance of key policies such as the Mobile Phone Policy
- Understanding that homesickness is natural
- Knowing how and when to communicate with home.
Basic Expectations

Boarding is a communal living situation that requires each boarder to live co-operatively and independently in a structured environment. We would like all boarders to be able to:

- Follow set routines and rules that relate to community living
- Attend to, care and maintain high standards of cleanliness in their personal spaces, common rooms, bathrooms and the dining room
- Attend to personal laundry needs
- Attend to personal hygiene and matters of health, seeking help from the boarding staff if needed
- Dress appropriately at all times in the dining room – no pyjamas, slippers, towels on wet hair, dressing gowns, swimming costumes.
- Footwear must be worn at all times outside of the dormitories
- Care for individual property
- Work effectively in small groups and contribute fully to Boarding School activities
- Approach conflict resolution and problem solving in a positive way
- Accept positive and constructive direction from staff
- Be respectful and honest in communications with staff
- Communicate with staff on leave and holiday arrangements
- Maintain sensible usage of email, mobile phones and the internet
- Take responsibility for organising homework and working quietly and independently during study
- Contribute to the success of IN weekends
- Attend Mass

HOMESICKNESS

Homesickness is a healthy, normal expression of a daughter’s love for her parents and her home environment. It is not something to be overly concerned about during phone conversations. The extent of homesickness varies greatly. It is not unusual for many parents to feel great sadness as their daughter goes away to school. This is normal and an indication of the care and concern a parent holds for his/her daughter.

If a parent becomes concerned by the level of homesickness expressed in tears over the phone, they should contact the boarding staff as they can support and guide students when they are feeling down. At this time involvement in and out of the classroom in such activities as sport, music and other activities is essential, so students need to participate wherever possible. Parents usually hear the worst of their daughter’s homesickness on the phone as students tend to ring when they are feeling at their lowest, so try to end your conversations on a positive note and remember that we as a staff will help you cope with any problems. Please feel free to ring the boarding staff on any matter that may be of concern.

It is not uncommon for boarders to ring their parents and dump their worries and anxieties on them before heading off to have a cheerful evening with friends – a situation that may leave parents feeling
wretched. Organise a time each day to have a conversation and make this a good time, not during study or dinner or when she is meant to be getting ready for bed. Have a chat about her day and leave the conversation on a positive note. Again, if you have any concerns from the conversation contact the boarding staff.

Mail, mail and more mail! It may be a strange thing to write in these days of mobile phones, Facebook and emails, but each afternoon the girls walk in the door of the Boarding School and they look to see if there is anything from home. Get the whole family into the act, it is very important.

Photos! Encourage your daughter to bring those special photos or posters. Those pictures that are important to her, to give her room that special personal stamp, allowing it to be her place. These keep home and those wonderful family experiences alive for her and make her space distinctive.

**EXCURSION AND CAMP FORMS**

Boarding staff will happily sign excursion forms for the boarders. Most day school excursions do not incur a fee.

For any activity that includes overnight stays and incurs a significant cost, these forms must be signed and submitted to the day school by parents/carers. This includes Yr 7 camp in T1, Yr 11 Leaders Retreat in T3, Yr 10 camp in T4, Duke of Ed and sports activities eg Dragonboat Racing Championships.

**TECHNOLOGY IN THE BOARDING SCHOOL**

St Scholastica’s College is a BYOD school. All students are required to provide their own laptop. Access to the school network will be provided. The College does not allow access to the network for any other personal devices.

The College does not take any responsibility for damages sustained to any devices brought into the College by the students. You bring them at your own risk. This includes mobile phones, iPods, iPads, USBs and MP3 players, speakers or any other accessories.

Parents/carers may choose to cover these devices either by purchasing separate insurance, or having them included under their home contents insurance.

For the technology that is required to be handed in each night, appropriately secure and safe storage has been provided for their protection.
CLOTHING AND LINEN REQUIREMENTS

ALL clothes and bedding are to be marked with sewn-on name tags. If this is not possible the name should be CLEARLY written with a laundry marker pen. Unmarked clothing and bedding that accumulates is an inconvenience to both girls and staff. Girls can tend to overlook such items so it is important that parents make regular checks of their daughter's clothes. Girls are given many opportunities throughout the year to check the unclaimed clothes and linen; whatever remains at the end of the year is given to a charitable organisation. When packing, aim for a minimalist approach, as cupboard space has its limits!

Washing detergent is supplied. All girls are required to use a wash bag for their socks and underwear.

LINEN REQUIRED:
- 2 sets bed linen
- 1 doona and doona cover
- 1 pillow and 2 pillow slips
- 2 bath towels
- 1 beach towel
- laundry basket

CLOTHING REQUIRED:
- 2 pairs pyjamas/nighties
- 1 dressing gown
- toiletries and bag
- 4 - 5 sets casual clothes
- 1 good outfit including appropriate clothing for Mass
- swimming costume
- 4 pairs socks
- 1 pair sports shoes/trainers

‘MUST NOT FORGETS’
- Medicare Card and Opal Card
- umbrella
- mug/cup
- coat hangers
- teddy bear
- wide brimmed hat
- sunscreen
- sewing kit/shoe cleaner
- fan
- photographs and posters for bedroom
- wheat bag (if necessary)
- iPod and headphones
- battery operated alarm clock
- blu-tac
STANDARDS OF DRESS FOR BOARDERS

There is a minimum standard of dress for boarders in the Boarding School. This should be at least, a singlet top or t-shirt and shorts. It is acceptable that boarders wear pyjamas in their dorm areas, but not elsewhere. It is also an expectation that girls will be attired in their nightwear after lights out.

Boarders should not leave the Boarding School if they are not appropriately dressed for the outside conditions or for the activity they are participating in (eg dances). If staff members feel that a boarder is under-dressed to be in public, they will instruct the girls to change. If they are representing the school at an event, on or off site, they should be in FULL school uniform.

Attire at church services on Saturday nights must be reverent and modest. No singlet tops, short shorts or short skirts. All boarders should have at least one outfit suitable for this weekly event.

Pyjamas and slippers are not appropriate attire for the dining room at any time.

After school boarders must change out of their school uniform.

UNIFORM SHOP

Uniforms are sold on the school premises by Ranier Design Group. They can be contacted on (02) 9552 2870. The shop is open on Tuesday and Thursday from 9am – 2pm.

We also have a very good second hand clothing shop. Contact the front office of the school on (02) 9660 2622 for opening times.

STATIONERY AND TEXT BOOKS

Text books are borrowed from the college library or downloaded. Stationery lists will be given by each teacher during the first class of each subject. Boarders can purchase stationery at Broadway on the first Friday afternoon of term. It is suggested that they bring a loose leaf folder and paper and pens to class for the first few days of lessons. School diaries and timetables are distributed at the beginning of the school year and when there are any variations to class timetables.

NAMING PROPERTY

As well as naming all bags, clothing and shoes, it is a good idea to engrave names on any valuable articles such as laptop computers, watches, cameras, iPods, iPads, mobile phones, speakers and other accessories.
WHAT NOT TO BRING....

AEROSOLS OF ANY KIND Aerosols can trigger the smoke detectors in the boarding school. A call out fee for the fire department to attend is $1400.

HOT WATER BOTTLES
ELECTRIC BLANKETS
HEATERS
KETTLES
COOKERS
PERSONAL FRIDGES
MICROWAVES
COFFEE MACHINES
TOASTERS
TELEVISIONS

SMALL APPLIANCES (such as hair dryers or straighteners) WITH FRAYED OR UNCOVERED WIRES

ANY ‘R’ RATED MOVIES OR TV SHOWS

NON-POWERED TRANSPORT – BOARDERS ARE NOT PERMITTED TO HAVE BIKES, SKATEBOARDS, HOVERBOARDS, ROLLER OR IN-LINE SKATES ETC

INCENSE, CANDLES, OIL BURNERS, NAKED FLAMES OF ANY KIND, ARE NOT TO BE IN THE BOARDING SCHOOL AS THEY ARE A FIRE HAZARD.

JEWELLERY

Students with expensive jewellery are advised to leave it at home.

Any precious pieces brought to school must be locked in the safes provided when not in use. It should be noted that jewellery is not allowed with school uniform. Students, parents and guardians need to acquaint themselves with College regulations regarding the wearing of jewellery. The only body piercing permitted is for one set of earrings.

MOVIE & TV SHOW RATINGS

As a general guideline; Boarders in Yrs7-9 may view G & PG rated material. The M classification is recommended for 15yrs+. MA is a legal restriction to viewers 15 years and over. No ‘R’ Rated material is allowed in the Boarding School.
A TYPICAL SCHOOL DAY

7:00am  Rise.  Make beds, tidy rooms
7:30am  Breakfast
8:00am  Complete duties.  Prepare for school
8:30am  Boarding Office opens
8:45am  ALL STUDENTS leave for school
3:20pm  Return from school.  Afternoon tea, recreation, sports’ training, etc
5:45pm  Dinner (seated by 5.40pm)
6:30pm  Supervised study
8:30pm  Supper (8.15pm for Yr 7&8)
8.45pm  **Year 7 & 8 Quiet time in own room, showered, technology collected**
9.00pm  Lights out Year 7 & 8 students
9.30pm  **Year 9 & 10 in own room, showered, technology collected**
10.00pm  Lights out Year 9 & 10 students
10.00pm  **Year 11 & 12 in own rooms**
10:30pm  Lights out Year 11 & Year 12 students

FRIDAY AFTERNOON:

3:25pm  Return from school.  Recreation/leave, Glebe Point Road, Broadway etc
5:30pm  Dinner
6:00pm  Recreation, TV, DVDs etc
9.00-10:00pm  In own rooms, technology handed in.
9.30-10:30pm  Lights out (*or at Supervisor’s discretion*)
GUIDELINES FOR STUDY

- Girls are expected to work at their desk (or an area negotiated with the staff) quietly and by herself for the majority of study time.
- Your diary, with the homework for the day written in it, should be easily accessible by supervising staff, they also need to see notes from teachers and to sign your diary each week.
- If girls finish their work before their scheduled time concludes, they are expected to read or revise in preparation for future tests.
- Please do not wander from room to room and disturb others.
- The use of computers during study must be restricted to academic use only. This may include using the internet for research purposes. No social networking is permitted during this time.
- Mobile phones should be in “flight mode” during study and may be used to listen to music. If your music can be heard while headphones are being used, it is too loud and may disturb others. You will be asked to turn it down.
- Movies, TV shows and YouTube clips should not be watched during this time unless for school purposes. This should be negotiated prior to study beginning.
- If you wish to seek help from one of the tutors, please ask a staff member first and then proceed to the tutor rooms.

Yr7-10 Study
Study begins at 6.30pm and concludes at 8.00pm.
They may spread out in the classrooms along J7-10 for Yr9&10 or J3-6 for Yr7 & 8. Staff will move between these rooms to ensure active supervision, and that all girls are working diligently.
Girls should be seated and working quietly during this time.
For Yr7, 8 and new girls in Yrs 9 &10, staff will help them to use their school diary to effectively manage their workload and time.

Year 11 & 12 Study
Study begins at 6.30pm and concludes at 8.30pm. Year 11 & 12 study in the library.
It is assumed that by Year 11 and 12 the girls can set their own schedule for each night's study, and also be proactive about seeking assistance from tutors if they need it. Contact with teachers can facilitate extra assistance or closer monitoring if required.

Year 12 Study during HSC Trials and Exams
In Term 3, during HSC trials, and during the HSC examinations in Term 4, Yr12 will be allowed to study in their rooms. They will also be allowed to stay in the boarding school during the day, and they must comply with the additional sign out/in procedures to ensure they are safe and their whereabouts is known.
During scheduled evening study time, they will be required to leave their room doors open to facilitate active supervision by staff. If this is not adhered to, they will return to studying in the library.
INTERNATIONAL STUDENTS
St Scholastica’s College welcomes students from other countries at all year levels, from Year 7 to Year 12 as day students or boarders. Not only do we have a lot to offer such students, we also believe we have much to gain as a multicultural establishment which advocates friendship, acceptance and understanding.

The College is registered and accredited by both the New South Wales Board of Studies and the New South Wales Vocational Education & Training Accreditation Board to provide courses for International students from Year 7 to Year 12. St Scholastica’s College offers International students the ability to obtain the NSW Higher School Certificate on completion of their Year 12 studies. All students will have their English proficiency assessed at the beginning of their studies.

It is essential (and part of the visa conditions) that all International students have a Sydney-based guardian and any hosts for leave need to be approved.

STUDENT SUPPORT
The International Students Co-ordinator is one of a number of staff members overseeing the pastoral care of International students. They monitor the daily attendance and academic progress of students to ensure visa conditions are being met and also offer guidance if there are any concerns or issues. All end of term and beginning of term travel and homestay arrangements must be co-ordinated through I.

Dianne Quarmby – International Student Co-ordinator  dquarmby@scholastica.nsw.edu.au
LITURGY

‘St Scholastica’s College is a Catholic Girls’ College in the Good Samaritan tradition, open to all who seek a Christian education. As a Catholic school, all students, staff and parents must support the ethos of Catholic education. Students must participate in the Religious Education Programme.’

All girls participate weekly in our Eucharistic celebration. This celebration is held usually at the local church, St James’, Forest Lodge, each Saturday evening. We expect parental support and their encouragement of their daughters’ participation. We have a number of family masses throughout the year. These usually take place in the Convent Chapel and are followed by dinner in the Boarding School. We welcome and encourage all who can attend, to come and share in these memorable occasions.

All girls must wear appropriate clothing to Mass - no singlet tops, short shorts or short skirts and no bare midriffs as this is a sacred space and should be respected.
SCHOOL FUNCTIONS
There are certain school and boarding functions that all boarders are expected to attend. Please make a note of these events as they are important activities and help to add a sense of belonging to the College community. Open Day and our Family Mass and Dinner weekends are compulsory for all boarders and leave will not be granted.

OUTINGS
Each Sunday afternoon, girls in Years 7 – 9 are taken on an outing. This can range from a trip to the beach, the movies, football, bicycle riding, museums, Darling Harbour or the City, Chinatown, a trip around the Northern Beaches (Home and Away country!), laser skirmish, the pool, shopping, bowling, to name a few. We also take advantage of our proximity to the city and public transport by going to the theatre, or to special events such as the Swifts Netball and State of Origin. Year 10 boarders are encouraged to participate.

JAMBEROO
The water park at Jamberoo has been the end of year treat for some years. The day starts early with breakfast, making sure lunch and snacks are ready, and the girls too! Some have prepared the night before; others prefer to go into scramble mode that morning. We leave around 8.30am and get there not long after the park opens. Fortunately, we have a shelter to ourselves and the girls waste no time in doing a slip, slop, slap and head off to the water attractions. They run all day, coming back to grab a bite to eat, more sunscreen, and then off onto another ride.
PART-TIME EMPLOYMENT

Boarders in Yrs10-12 may seek part-time employment at local businesses. There is a form that requires employer details and times for set shifts. Evening shifts should not finish later than 8pm. This must be confirmed by parents/carers in an Ongoing Leave Form prior to employment commencing.

Weekday evening shifts should be limited as they interfere with Study.

If academic progress suffers, boarders may be asked to reduce working hours or leave the job completely if they cannot manage their time and workload. This will always be the priority.

BEGINNING AND END OF TERM

The boarders are expected to return to the boarding school the day prior to classes commencing. Please communicate with the Boarding Administrator or the Head of Boarding if there are travel issues or other reasons for not being able to return on this day.

In general, permission will NOT be granted to girls to leave school early at the end of term or to return late from holidays. Any requests requiring absence from the day school are to be directed to the Assistant Principal - Pastoral Care.

Beginning of Term 1

The Boarding School opens on this day from 10.00am for new boarders and their parents/carers. Lunch is provided in the Dining room for all staff, new parents/carers and new boarders on this day.

Returning boarders are free to return at any time after lunch and it is expected that most boarders will have returned no later than 8.30pm.

All new boarders will need to be swim tested on this first evening. Returning boarders who need to be swim tested should return in time to join this group. This is essential if the boarders wish to be able to participate in any water-based activities, including taking Beach Leave.

Beginning of Terms 2-4

The Boarding School will re-open from 3.00pm on the day prior to classes commencing. Boarders may take leave from the Boarding School provided they return by 5.30pm for dinner. If they are with their parents/carers, they may return no later than 9.30pm.

Please note: In Term 4 classes commence on the Monday. Therefore, boarders are expected to return on the Sunday prior. CountryLink booked services may be an exception.

End of Term 1-3

Towards the end of each term, we will survey the boarders and assign the new room allocations. Packing and cleaning of the rooms and floors can start in the final weekend, and they will move on the Wednesday night of the final week. Leave on this night is discouraged.
It is important that the boarders complete their clean-up sheets, so that the new occupant/s can move in to a spotless room.

Boarders should not move the furniture in their rooms without consulting the Supervisor first. Departure times from the Boarding School can vary. Friday of the last week is usually a Boarder travel day. CountryLink buses depart on the Friday morning. Boarders on other CountryLink services will be booked on the earliest available service. Those boarders who live in Sydney, or do not require a travel day, should remain for the final school day.

International students may depart when it is convenient for their flights to be booked. However, they are unable to remain in the Boarding School after Friday at 3.20pm. If they are remaining in Sydney, they will need to make other accommodation arrangements and must liaise with the International Students Coordinator.

NB: in the event that Easter falls at the beginning of the term break, everything moves forward a day. CountryLink services leave on the Thursday morning. If Thursday is a pupil-free day, other boarders are free to leave Wednesday after school if desired and room changes will occur on the Tuesday night.

- Boarders are encouraged to weigh their luggage. CountryLink enforces a 20kg limit on items and airlines, 20-32kg depending on the airline. It is always wise to check using the luggage scales available from the boarding office.
- All suitcases should be brought down to the reception area on the morning of the last day of term. This allows for the staff to do a final sweep and clean after the girls have left for the day.
- All bedding should be removed and mattresses left on their sides against the wall so they can be treated during the breaks.

**End of Term 4**

Wednesday of the final week is the last day of formal activities. Boarders are expected to remain at school to attend the final assembly at 3pm. They are free to leave on its conclusion. It is expected that some boarders may have to stay in the Boarding School and travel the following day depending on availability of transport. Any absence from the final day must be requested in advance from the Day School.

For International Students or those who are flying home, a small amount of storage will be made available, as they are limited in the amount they may take home. Items should be adequately contained (in a suitcase, a plastic container or a striped bag, not in plastic or garbage bags) and clearly labelled with the boarder’s name.

**Year 12 HSC exam periods**

Yr 12 boarders who have a long break between exams (and this can include the Trial exams in Term 3) and wish to return home to study, may do so. Please ensure you are back in the Boarding School 24 hours before your next exam.

It is expected that the Yr12s, once they have sat their final exam, will vacate their rooms as soon as is practical. This would ordinarily be within 24-48 hours.

It is potentially distracting for students to remain in the Boarding School once they have finished their exams while others are still studying.
COUNTRYLINK TRAVEL

CountryLink provide a free service for NSW country boarders travelling between home and school. CountryLink Boarders travel is the only means of transport organised by the Boarding School. Any other travel arrangements should be made by parents and communicated to the Boarding Administrator via a completed online leave form or an email to boardingoffice@scholastica.nsw.edu.au

Beginning and end of term travel for country boarders is organised by the Boarding Administrator in conjunction with CountryLink. The Boarding Administrator will send out emails, contacting parents with the dates for submission for travel and a link to the online form. This will usually be at least FOUR WEEKS before the end of term. It is always better to book travel if you are unsure of your plans, as tickets can be cancelled. Late bookings cannot be made.

Cancellations should be submitted no later than Monday 4:00pm prior to travel. Cancellations will be made if parents inform the boarding school that they have made other arrangements.

This service may also be accessed for the June long weekend and Easter if it falls in term time. If parents make their own bookings with CountryLink, they will be required to pay for them. Boarders travelling to or from a destination other than their own home will also be charged.

If boarders live within the CityRail network, it is expected that they will utilise these services rather than CountryLink.

CountryLink request that all bookings be made by the school, and not by parents.

COUNTRYLINK LUGGAGE CARRIAGE CONDITIONS

Remember that you can only check in two pieces of luggage. Striped bags will only be accepted if they are of medium size, contain clothing and soft items and do not exceed 15kg. In addition to two pieces of checked in luggage, passengers can take one piece of hand luggage.

COUNTRYLINK TAKE CARE, BUT NO RESPONSIBILITY FOR UNUSUAL LUGGAGE ITEMS SUCH AS MUSICAL INSTRUMENTS OR SPORTS EQUIPMENT.
BOARDERS’ LEAVE GUIDELINES AND PROCEDURES

Boarders must seek permission for any unsupervised leave from Supervisors before signing out.
If at any stage there is a breach of trust relating to leave, the privilege of having leave may be withdrawn.
Serious or repeated breaches of trust in this area may jeopardise your place in our community.

CATEGORIES OF LEAVE
Leave from the Boarding School falls into various categories:

Weekday Leave: this could be for afternoon tea between the hours of 3.30 and 5.30pm, dinner leave if parents happen to be in Sydney or a special overnight leave for a concert or formal.

Weekend Leave: Day, dinner or overnight leave with parents or approved hosts. All leave will be pre-approved by staff and parents as required, taking into account the type of leave request and the leave guidelines.

Group leave: Where boarders may go out in groups with other boarders within the Boarding School leave guidelines, to certain destinations and for specific periods of time. This leave may be taken on either Saturday or Sunday, not both. Boarders should travel with other boarders; day girls are not counted as part of the group.

Conditions of any unsupervised leave: Leave together, Stay together, Return together…ring if you are going to be late…for whatever reason…and it is an expectation that if we call you from the boarding school, you answer your phone immediately. Breaches of these conditions will result in future leave restrictions.

Leave on campus: Girls may take leave from the Boarding School and go to another place on campus for a range of activities. Campus leave covers sport/drama/debating/music/other activities or attending school events. The girls sign out and back in, in the usual manner.

Ongoing Leave:
Some girls attend language classes, have weekly appointments or have regular sporting commitments. Prior to arrangements commencing, details of ongoing leave need to be discussed with the Head of Boarding for approval and verified with a Leave Form from parents so there is a written record.

Yr11 Special Leave in Term 4:
Year 11 may be granted a special extension of leave in Term 4. This is at the discretion of the Head of Boarding. The conditions of this leave are as follows:

- Must be in groups of 2 or more boarders (Day girls are not counted)
- Girls must have their leave intentions in by Wednesday evening
- Maybe taken on Friday or Saturday night (not both).
- They must be back in the Boarding School no later than 9.30pm.

BEACH LEAVE
Only Yr11 & 12 may take BEACH LEAVE in Terms 1 & 4 to either Bondi or Coogee 10am-4pm provided they have passed their Swim Test.
Running off the grounds

Years 11 and 12 may run off the grounds in groups of two or more. In some instances, they may go alone, but they must have their phones with them, and inform their Supervisor of their proposed route.

Years 9 and 10 may run off the grounds in groups of two or more.

Years 7 and 8 – may only run off the grounds with a sports coach or an older sister.

If a boarder is unwell, has been in SICK BAY and has not been to school, then it is evident that she is not well enough to go out after school. Leave will not be granted in these circumstances.

PROCEDURES FOR APPLYING FOR LEAVE

♦ Boarders must seek permission for any unsupervised leave from Supervisors before signing out.
♦ Boarders communicate their weekend leave plans to staff on Wednesday evenings. This should be confirmed by parents using the online Leave Form no later than Thursday lunchtime.
♦ Leave will not be granted until the form has been completed and submitted to the school by parents/carer/guardians.
♦ CountryLink travel requests should be submitted by 9.00am TUESDAY.
♦ Please be specific about the leave details, including destination, name and contact details of hosts, departure and return times and modes of transport.
♦ We seek your assistance in using the leave form so that we can accurately authorise student leave and ensure your daughter’s safety.
♦ Sporting commitments take priority over leave. Request for Leave from Sport may be made through the Sports Co-ordinator and a form completed prior to the weekend.
♦ If classes will be missed, permission for leave from the day school should be sought from the Assistant Principal – Pastoral Care.

Please note:

The Boarding School assumes parents have contacted hosts and confirmed adequate adult supervision for the outing.

Boarders are not permitted to travel in cars driven by ANYONE on 'L' or 'P' plates.

Parental consent does not override the leave guidelines.

The Boarding School reserves the right to withdraw outing permissions where adequate adult responsibility is not available.
# St Scholastica’s College - Boarding College Leave Summary

ANY LEAVE TAKEN MUST BE WITH PARENTAL PERMISSION OR THAT OF THE SUPERVISOR ON DUTY.

*If leave is taken with younger siblings you are expected to return at the earlier time. GPR: Glebe Point Road to the Library block. BWY: Broadway SC

<table>
<thead>
<tr>
<th>YR</th>
<th>WEEKDAY DINNER LEAVE</th>
<th>WEEKEND AFTERNOON LEAVE</th>
<th>FRIDAY NIGHT DINNER LEAVE</th>
<th>WEEKDAY DAY AND DINNER LEAVE</th>
<th>WEEKEND OVERNIGHT</th>
<th>WEEKEND GROUP LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/8</td>
<td>Once/wk with Parents/Guardians Rtn 8.00pm</td>
<td>GPR: Twice/wk 3+ BWY: Friday only, with staff or approved Senior student. Time limit set by Supervisor</td>
<td>Dinner Leave w Parents/Guardians or Approved Host Rtn 8.30pm</td>
<td>Day/Dinner Leave w Parents/Guardians or Approved Host Rtn Sat 9.00pm Rtn Sun 5.00pm</td>
<td>O/N with Parents/Guardians or Approved Host Rtn Sat 9.00pm Rtn Sun 5.00pm</td>
<td>Year 7 with staff or approved Senior student at Supervisor discretion. **</td>
</tr>
<tr>
<td>9</td>
<td>Once/wk with Parents/Guardians Rtn 8.30pm</td>
<td>GPR: Three times/wk BWY: Fri only Group of 2+ Rtn by 5pm</td>
<td>Dinner Leave w Parents/Guardians or Approved Host Rtn 9.00pm</td>
<td>Day/Dinner Leave w Parents/Guardians or Approved Host Rtn Sat 9.30pm Rtn Sun 5.00pm</td>
<td>O/N with Parents/Guardians or Approved Host Rtn Sat 9.30pm Rtn Sun 5.30pm</td>
<td>Year 9 Saturday Group of 2 + Preferably not over a meal time Time limit set by Supervisor Sunday - ACTIVITY is compulsory</td>
</tr>
<tr>
<td>10</td>
<td>Once/wk with Parents/Guardians Rtn 9.00pm</td>
<td>Groups of 2+ GPR or BWY Rtn by 5.30pm***</td>
<td>Dinner Leave w Parents/Guardians or Approved Host Yr10 Rtn 9.30pm Yr11 Rtn 9.45pm Yr11 Group Dinner Leave 2+ to GPR 6-8pm</td>
<td>Day/Dinner Leave w Parents/Guardians or Approved Host Rtn Sat 10.00pm Rtn Sun 5.00pm</td>
<td>O/N with Parents/Guardians or Approved Host Rtn Sat 10.00pm Rtn Sun 5.30pm</td>
<td>Groups of 2+ Max 5 hours Rtn by 4.30/ 5.30pm *Yr10s are encouraged to attend the weekend ACTIVITY</td>
</tr>
<tr>
<td>11</td>
<td>Once/wk with Parents/Guardians Rtn 9.30pm</td>
<td>Preferably group of 2+ GPR &amp; BWY Rtn by 5.30pm***</td>
<td>Dinner Leave w Parents/Guardians or Approved Host Yr10 Group Dinner Leave 2+ to GPR 6-8pm</td>
<td>Day/Dinner Leave w Parents/Guardians or Approved Host Rtn Sat 10.00pm Rtn Sun 5.00pm</td>
<td>O/N with Parents/Guardians or Approved Host Rtn Sat 10.00pm Rtn Sun 5.30pm</td>
<td>Yr11 Group Dinner Leave GPR Saturday only 2+ after Mass 7-9pm</td>
</tr>
<tr>
<td>12</td>
<td>Twice/wk with Parents/Guardians Rtn 10.00pm</td>
<td>GPR &amp; BWY Rtn by 5.30pm</td>
<td>Dinner Leave w Parents/Guardians or Approved Host Rtn by 10pm</td>
<td>Day/Dinner Leave w Parents/Guardians or Approved Host Rtn time Sat 10.00pm Rtn time Sun 5.30pm</td>
<td>With Parents/Guardians or Approved Host Rtn time Sat: 10.00pm Rtn time Sun: 5.30pm</td>
<td>Max 6 hours Rtn by 5.30pm * See Saturday Mass below</td>
</tr>
</tbody>
</table>

**Saturday Mass. Unless out on Overnight Leave, or Day leave with Parents/Guardian or Approved Hosts, Boarders are expected to attend mass on Saturday.**

**Yr10-12 Boarders may only travel to the City in daylight hours on a weekend. Other destinations can include Paddington/Glebe/Rozelle Markets/Leichhardt.**

***Frequency at the discretion of the Supervisor

**Special Leave** on a weeknight would ordinarily only be granted for a special occasion, formal or concert to miss study or stay out overnight. Any return to the Boarding School later than 10.30pm, it would be preferable for the boarder to stay out overnight with parents or an approved host.

**REQUESTS FOR LEAVE OUTSIDE OF THESE GUIDELINES WILL BE CONSIDERED ON THEIR MERITS AND AT THE DISCRETION OF THE DUTY STAFF**
EXEAT WEEKENDS AND TRAVEL DAYS

We do not have designated Exeat weekends. Firstly, they may not necessarily fall on a weekend that is suitable or convenient for you and your family. Secondly, as a result of a significant number of the boarders leaving for the weekend, a number of sport teams have to forfeit their games. This is not ideal. Thirdly, it is about distance. Some boarders live a significant distance from Sydney, so this is taken into consideration.

We believe that it is important for the boarders to have the opportunity to travel home for a weekend, but it would be better if the family could determine which weekend, so it can coincide with a family event or simply the opportunity to have brothers and sisters home on the same weekend. Of course this is subject to travel arrangements and availability.

The June Long Weekend and Easter, should it fall in term time, remain the only designated Exeat weekends. International students are encouraged to spend this time out of the boarding school. Homestay arrangements can be made if required.

Most boarders will be granted a travel day on the nominated weekend, and the guidelines are set down as follows:

**Boarders can go out/home on any weekend...leaving any time after school Friday and returning Sunday no later than 5.30pm.** (The only exception to this is an IN weekend.)

If parents/carers are in or are staying in Sydney, obviously no travel home required, depart Friday 3.20pm, return Sunday 5.30pm.

3 hours travel time or less, no travel day required, depart Friday 3.20pm, return Sunday 5.30pm. This also applies to boarders travelling on CityRail services.

**If travelling home on a CountryLink service, booked through the boarding school, a request should be sent in by 9am the Tuesday prior to travel...**

If travel time is less than 8 hrs, but greater than 3 hrs, Friday can be a travel day...and one travel day per term will be granted from the day school, boarders are expected back on Sunday evening.

Where travel time is greater than 8 hours, a request to have Friday and Monday granted from the day school as travel days may be made, once only per term.

**Weekend CountryLink Travel**

CountryLink provide a free service for NSW country boarders travelling between home and school. Boarders travel is the only means of transport organised by the boarding school. Any weekend CountryLink travel bookings should be submitted to the Boarding Administrator by Tuesday 9am. Please email details to boardingoffice@scholastica.nsw.edu.au.

Any other travel arrangements for weekend leave should be made by parents and communicated to the Boarding Administrator via a completed online leave form.
OPAL CARDS
All boarding students are required to have an Opal Card. Your daughter will use this card on all forms of public transport in Sydney. It is different from the free Boarders' Pass issued to eligible country students.

Boarders will need the Opal Card when they are on weekend outings or travelling to Broadway. The easiest way to purchase one is online. Choose the green Child/Youth card. It is a good idea to connect it to your credit card so that it can be automatically topped up when low. You are also able to track their journeys online if you connect your credit card.

For more information, please go to the website opal.com.au

DRIVING AND TRAVELLING IN CARS
Boarders are not permitted to have cars at the College.

Boarders may only drive under the direct supervision and in the presence of their parents or a person authorised by their parents (ie a driving instructor or host parent). Details of booked driving lessons, including the instructor’s contact details should be communicated to the Boarding Office.

No Boarder is to ride as a passenger in a vehicle driven by another Boarder, a Day Student or a person on ‘L’ or ‘P’ plates.

‘IN’ WEEKENDS
Boarders will not be granted leave on our ‘in’ weekends unless there are exceptional circumstances, or they are staying with parents/carers and attending these events. These weekends coincide with our Family Mass and Dinner events and Open Day.

TECHNOLOGY AND CYBERSAFETY
The Boarding School works to support your daughter attempting to navigate the minefield of modern technology and social networking. The informed use of this is encouraged; educating technologically literate and savvy students. The College regularly runs cyber safety workshops for both parents and students. (The dates for these are notified through the various College publications).

All students are discouraged from using phones, laptops, iPads etc. after 9.00pm. Mobile phones may not be used during study periods. We collect phones and other technological hardware from Years 7 to 10 each night and return them in the morning.
We ask that you make your calls to your daughter before 8.45pm for Years 7 & 8 and 9.30pm for Years 9 & 10. The junior girls are discouraged from unsupervised use of laptops in their rooms. Senior students need to be aware that their use of technology should not go beyond 10.00pm. All this is to ensure your daughter gets a good night sleep which is essential for their development, learning and health.

Parents are encouraged to regularly check their daughter's technology and social media profiles for any inappropriate material. Facebook, Twitter, Instagram, Snapchat and other social media platforms are often targeted by unsavoury or undesirable persons, so it is recommended that privacy settings be set to maximum and any reference to their location should be removed.

**SLEEP**

Sleep plays a vital role in good health and well-being throughout your life. Studies show that a good night's sleep (approx 9 hours for teenagers) improves learning. Whether you're learning Math, how to play the piano, or how to drive a car; sleep helps enhance your learning and problem-solving skills. Sleep also helps you pay attention, make decisions and be creative.

**Year 7 & 8**

8.30pm  Quiet time in own room, showered, technology collected
9:00pm  Lights out

**Year 9 & 10**

9.30pm  Quiet time in own room, showered, technology collected
10.00pm Lights out

**Year 11 & 12**

10.00pm In own rooms, showered
10:30pm Lights out

**CUPBOARDS AND SAFES**

Each girl's cupboard has an individually cut lock. All girls may request a key, and we strongly recommend this for safety. Each cupboard also contains a small safe for the girls to lock away their valuables. However, we strongly advise that you do not bring valuable jewellery or other items to the Boarding School (e.g. Pandora bracelets, expensive perfume or makeup). Access to the boarding school during the day is restricted as a safety and security measure. Replacement cupboard keys $10.
MICROWAVE POPCORN AND AEROSOLS PROHIBITED

We have a sensitive smoke detector system in order to keep our students and staff as safe as possible. To prevent unwanted alarm activations (that cost $1400) we ask that microwave popcorn and aerosols of any type (including deodorant and spray tan) are not to be brought into the Boarding School.

HEALTH CARE

Supervising staff are in residence 24 hours per day, 7 days per week, and all have current first aid qualifications. In cases of emergency, an ambulance will be called. Girls may also be taken to Royal Prince Alfred or St Vincent’s Hospitals.

When girls get sick we use the Glebe Family Medical Centre whenever possible (8070 6888). For dental issues we use the Glebe Dental Group (9660 2927). Our local pharmacy is Glebe Point Pharmacy (9660 1170).

MEDICATION POLICY

No medication is to be kept in a student’s room. All medication is administered by the boarding staff. All medicines must be handed into the Boarding Office for storage and must comply with the Australian Department of Health Regulations (Pharmaceutical Branch). If any item is in violation of these codes of practice or legislation it will be confiscated and returned to parents. All medications must be labelled in English, including dosage, by a doctor or pharmacist.

Boarders requiring medication may request it from any member of staff, but regular medications should be dispensed at 8.00am and 8.30pm each day.

ASTHMA, EPILEPSY and ANAPHYLAXIS

If your daughter has asthma, epilepsy or anaphylaxis allergy reactions, it is essential that a CURRENT management plan is submitted. You should inform us immediately if there are any changes to the management plan. If your daughter has a food or other allergies, this action plan must also be provided. She should also have TWO epipens or Ventolin puffers – one for the day school and one for the Boarding office.

MEDICAL MATTERS

It is preferable that parents/carers endeavour to make any appointments after school hours and that these are communicated to the Boarding Administrator via a Leave Form or an email to: boardingoffice@scholastica.nsw.edu.au

Boarders aged 16 and above may make medical appointments and attend them without parental/carer consent. However, in the interests of maintaining our duty of care, it is a courtesy to let a Supervisor, the Boarding Administrator or the Head of Boarding know.

If the appointment results in a course of medication, it must be handed in to staff and will be dispensed as prescribed.
The Boarding Administrator can make an appointment at your request.
Yr10-12 boarders may attend these appointments alone if they wish, but it is preferable for them to take a friend with them. Depending on the nature of the appointment, Yr9 girls may go with a friend, otherwise they will be escorted by an appropriate adult. Boarders in Yr7 and 8 will be escorted.

All Boarding Students should have their own personal Medicare card

Day School Sick bay and Boarders
If a boarder is unwell in the morning, she should first see the Supervisor on duty. All staff are first aid trained and will refer the boarder to sick bay or arrange a doctor’s appointment as required. She will spend time in sick bay in the day school until such time as an appointment to see the doctor can be made and a staff member is available to escort her if required.
If a boarder feels ill during the day, she should report to sick bay with a note from her teacher.

Boarders cannot be in the boarding school unsupervised if they are ill.
If sick bay is full, she may be asked to rest on the lounges in the reception area where she can be supervised.
If the boarder is required to be transferred to A&E by ambulance, then they will be escorted by the Head or Assistant Head of Boarding or in their absence another boarding staff member as appropriate.
In some cases, the boarder may be sent home to rest and recuperate.
In the case of reportable or infectious diseases, the boarder may have to be isolated, transported to hospital or sent home as to not put at risk the rest of the boarding community. This will be arranged according to NSW Health Guidelines.

PIERCINGS
No tongue piercing or facial piercing is permitted (including eyebrow, lip, nose). Students will be required to remove the stud or ring immediately and parents will be informed.

ROSTERED DUTIES
As in the home, girls take on general duties in the boarding community to keep the area tidy. These are rotated weekly and include: emptying dormitory and common room bins, recreation area tidying, vacuuming common areas etc.

MONEY MATTERS
Feeling safe, secure and independent has partially to do with having enough money. Please don’t go overboard, exercise judgment. We recommend the boarders be set up with an ATM card account that you can access and top-up if required. Some extra money at the beginning of the year is helpful to pay for stationary and one or two incidentals. This encourages financial literacy and responsibility. Any cash should be locked in their safe. Pocket money for junior students is recommended to be set at $20 per week, with extra money for special occasions, presents or incidentals, as required. If you would like to your daughter to have supervised access to money only, then please contact the Boarding Administrator by phone or email to make the appropriate arrangements. boardingoffice@scholastica.nsw.edu.au.
Direct Debits
Money can be directly deposited into our Boarding School account, for things like Boarders’ Merchandise. Please put your daughter’s name in the description line, and alert the Boarding Administrator by email with the reference number. The account details are below, but please do not use this account for school fees.
Commonwealth Bank
St Scholastica’s College
BSB: 062172  Account: 00900741

MEALS
Meal times are considered to be an important time of the day; therefore, all students are required to attend. Dinner dress must always be neat. Pyjamas, slippers, towels on wet hair, swimming costumes and dressing gowns are not permitted in the dining room. Late arrivals should present themselves to the supervisor on dinner duty before sitting down. Girls are expected to remain in their places during the meals and to share their conversation with those at their table. No student is excused from any meal without prior arrangement.

Mobile phones are not to be used in the dining room during meal times and will be confiscated.

The Boarding School employs Alliance Caterers to supply and prepare all meals. We use their Spotless Nutritional Assessment Programme (SNAP). This ensures every planned menu meets specific minimum dietary and nutritional requirements, and is designed in consultation with nutritionists from the Australian Institute of Sport. SNAP is based on providing core food groups as part of the optimal daily intake. Following these guidelines, we would seek your help by not sending large amounts of ‘junk food’ to your daughter (e.g. Coco pops, lollies, cordial). Food kept in rooms should be stored in sealed, air tight containers. We discourage Coke and other sugar-laden soft drinks or food from coming into the Boarding School.

Caffeinated Drinks
Highly caffeinated drinks like ‘Red Bull’, ‘Mother’, ‘V’ etc are banned in the boarding school. They are also high in sugar, and along with full-strength soft drinks that can contain up to 16 teaspoons of sugar (in a 375ml can of Coke) should be consumed in moderation, if at all.

Take-away or other foodstuffs in the dining room
The caterers deliver a balanced, nutritious and healthy menu for the boarders. It is not appropriate for boarders to bring their own food, drinks or take-away into the dining room at dinner time. If they
have purchased take away whilst out on leave, it is to be consumed before or after the regular dinner time. They are expected to be in the dining room during dinner, to converse with their fellow boarders and participate in the communal meal. Dial-a-Pizza is a weekend treat and at the discretion of the Supervisor on duty. Girls are not to order them without consulting staff first.

**NUT AWARENESS**

The boarding school and staff seek parent and student support towards maintaining a minimised risk environment whilst ensuring effective medical response to potential anaphylactic episodes. 

Peanut Butter cannot be kept in any boarding school area, including bedrooms.

**MEAL TIMES**

**Weekdays**

- **Breakfast:** 7.00am – 8.15am  
  Winima come up for breakfast together 7.30-8.00am
- **Dinner:** 5.45pm (seated by 5.40pm)  
- **Supper:** 8.00pm - 9.00pm

**Weekends**

- **Breakfast:** Sat 6.30am -9.30am Sun 8.00am – 9.30am
- **Lunch:** Between 11.30pm and 1.00pm both days
- **Dinner:** Fri & Sun 530pm Sat after Mass
- **Supper:** Between 8.00pm – 9.00pm both days

We often gather as a community at dinner to celebrate special events, this includes Birthday dinners each month, Chinese New Year, Year 12 farewell dinner, Christmas and our Boarding Family dinners, and special themed dinners throughout the year.
MOBILE PHONE POLICY

Girls should have a mobile phone, but there are conditions to ensure the general wellbeing of all our boarders making sure they study effectively and get enough sleep. We expect that parents and their daughters abide by some simple guidelines and that the girls fully understand the issues associated with owning a mobile phone. At the beginning of each term, the boarders should check with supervisors that we have the correct number for their phones.

Girls may not be in possession of more than one phone.

- It must be on flight mode during study periods and will be confiscated if found in use.
- Are not to be used during meal times
- May not be used to bully another person
- May not be used if they breach the privacy of another person
- May not be used for inappropriate email or internet use
- May not be used to take photos/video without permission of the person/s in the photo
- Girls may not use another boarder’s phone inappropriately
- Boarding staff may confiscate mobile phones if girls misuse them.
- At quiet time each evening, Years 7 to 10 are required to hand in their technology, including their phones and laptops, to staff. Mobiles must be turned off. This will help support girls to have good night’s sleep. Yr9 & 10 may keep their phones and laptops on Saturday nights.
- Parents of International boarders are asked to consider the time zone differences. There should be no calls to any girl in the Boarding School between 9.30pm and 7am. Of course, special consideration will be given to individual girls when appropriate.

Please also see the sections on Technology in the Boarding School and Cybersafety and Technology.

SLEEPOVERS

Boarders may invite a day friend to spend a night in the Boarding School on the weekend. This would ordinarily be a Friday or Saturday night.

There is a Sleepover Form that needs to be filled in by the parent/carer of the potential visitor, to be received with at least 3 day’s notice. Forms are available from the Boarding Office.

The visitors are expected to adhere to the daily routine and if they are in the boarding school for an organised outing or mass, they are expected to attend.

The host Boarder is responsible for passing the form onto the day girl and returning it to the Boarding Administrator in good time. They should also ensure their visitor has the appropriate attire for any organised activities.
SPORT

All boarders are strongly encouraged to participate in a team sport and co-curricular activities.

Sport options include touch football, water polo, dragonboat racing, netball, volleyball, AFL, indoor soccer and basketball. Sport is open to all students, but it is not compulsory. Students of the boarding community are encouraged to take part in a co-curricular sport each term and represent the College. This is an excellent way to become a part of the Schols’ community. Students register to play in their chosen sport and they are graded into a team according to the convening associations’ guidelines. The Boarding School organises transport for the boarders to training and games as far as is practical.

St Scholastica’s participates in the Catholic Girls’ Secondary Schools Sports Association (CGSSSA).

The mission of CGSSSA is to promote a sporting environment that fosters enthusiasm, friendly competition, skill development, personal excellence and a lifelong interest in sport. Students trial for selection into these teams and travel outside of school to compete against other schools in a one-day competition.

Some of the sports we participate in at the CGSSSA level include: tennis, athletics, netball, water polo, touch football, soccer, basketball, swimming, cross country running and gymnastics. Many of our students, through their dedication and commitment to training, have represented their sport at State level and we are very proud of their achievements.

Jodie Osborne – Sports Co-ordinator josborne@scholastica.nsw.edu.au
CO-CURRICULAR OPPORTUNITIES

These are many and varied at Schols and all boarders are encouraged to participate. A busy child is a happy and fulfilled one, and one who is taking advantage of what the College has to offer and making the most of her boarding experience. These co-curricular opportunities include a number of sports, and other activities such as social justice, environment, orchestra, choir, private music tuition, drama, theatresports, public speaking, debating, Gondwana Choir & Duke of Edinburgh.

DEBATING AND PUBLIC SPEAKING

The College enters the Catholic Schools Debating and Public Speaking competitions, both of which take place on a Friday night. Boarders have previously enjoyed great success in both activities, and have advanced to the final rounds of both competitions. Debating is a team activity and provides students with the opportunity to increase their social knowledge, receive coaching from a member of staff, enhance their communication skills and work as part of a team. Boarders often comment that meeting students from a range of schools and forming close friendships with other students at the College are the highlights of taking part in debating.

THE DUKE OF EDINBURGH’S AWARD

The Award is an enriching program that invites students between the ages of 14 and 25 to participate in a number of activities over a set length of time in order to challenge themselves and explore their potential. It is an internationally recognised certificate. Participation is entirely voluntary and is structured so students can design their own unique program centred on their interests and passions. There are three levels to The Award: Bronze, Silver & Gold.

Each level of The Award has four mandatory Sections: Physical Recreation, Skill, Volunteering and Adventurous Journeys. For each Section, the participant must select and undertake an activity that fits in with the purpose of that Section, for the minimum amount of time specified for their chosen level. For example, a participant may choose swimming for Fitness/Physical Recreation, playing piano for Skill and assisting at a child care centre for Volunteering. All students at St Scholastica’s undertake hiking as their Adventurous Journey. Each level becomes increasingly challenging in all of the four sections. For example, at the Bronze level, the adventurous journey is a 2 day/1-night hike while the gold level is a 4 day/3-night hike.

Students who complete the Award often find their organisational practices, confidence and ability to work as part of a team and as a leader improve as they are responsible for driving their own program. The Award is a fantastic program and is open to all.
**DRAMA**

Drama is a vibrant and alive subject at St Scholastica's College. It is offered in Years 7 and 8 and the students may continue their studies in Years 9 and 10 Elective Drama. The girls may elect to take Drama through to their Senior studies and our students always perform above the state average at HSC level. There are also many co-curricular Drama activities for students who don't choose Drama as a subject and who wish to be involved.

Our drama programs are designed to help each student be more confident personally and academically. Our programs cover a diverse range of subjects including clowning, Commedia dell Arte, Non-Realism, Australian Film and Theatre, Playbuilding, Improvisation, Greek Tragedy and Melodrama, just to name a few.

St Scholastica’s offers many co-curricular Drama activities, including the Inner West Theatresports competition, for students who don't choose Drama as a subject, but wish to be involved.

**MUSIC**

Welcome to co-curricular music at St Scholastica's College. We invite you to join our fabulous music making. This is a place where students across all year groups come together every week to play all styles of music. So if music is one of your passions, or if you would like to start an instrument for the first time, St Scholastica's Music Department is the place for you!

**Private Tuition**

The College offers private tuition in: voice, violin, viola, cello, double bass, flute, clarinet, bass clarinet, alto and tenor saxophone, bassoon, French horn, trumpet, trombone, euphonium, baritone, tuba and piano.

Students have a weekly lesson given on a rotating time. This ensures that students do not miss the same subject every week. The benefits of learning an instrument in terms of brain integration are well known. We are proud of our students who have private lessons within the school day. They manage extremely well in getting their school work done, even when coming out of class for their
half hour music lesson. In fact, it is a high percentage of our music students who are awarded academic prizes at the end of the school year. To register for private lessons, please ask for a tuition form from the College Music Department.

**Music Ensembles**

The College has many ensembles that your daughter/s can join. They include: Choir, Band and Flute ensemble, Clarinet Ensemble, Glockenspiel ensemble, Strapping Strings, Stravinsky Strings, guitar ensemble, rock band and Orchestra.

Choir is open to all students who enjoy singing. Many girls in choir also have private voice lessons, but private voice tuition is not a prerequisite to joining Choir. All other instrumental ensembles are for students that have a private lesson on their instrument. This can be either with a tutor at St Scholastica’s or an outside tutor. Our ensembles cater for beginners as well as more advanced players, but suffice to say, ensemble do not replace a private lesson. We have a large number of girls who start learning an instrument in Year 7, and these ensembles enable them to play in an ensemble even after their first lesson. Our ensembles have many performance opportunities throughout the year. Open Day, Mothers’ and Fathers’ Day breakfasts, Grandparents’ Day and Speech Night are the main performance events. Schols ensembles have also performed at art shows, book launches, fundraising events, eisteddfods, and conferences. Students who learn at the College also perform solo items in instrumental & vocal soirees. This is another great opportunity for students to perform for their family and friends.

Schols’ ensembles provide the music for two liturgical settings every year. Our St Scholastica’s Day Mass at St Mary’s Cathedral is beautifully led by Stravinsky Strings, Glockenspiel ensemble and Choir. These groups also provide the music for the Year 12 Graduation Mass held at the end of Term 3. Both occasions are very special events in the College year.

Students requiring practice times are to organise these with the music department. Students must sign out of the boarding school when they go to practice.
Seven quotes from *The Rule of St Benedict*:

1. “Idleness is the enemy of the soul; and therefore the brethren ought to be employed in manual labor at certain times, at others, in devout reading.”

2. “The first degree of humility is prompt obedience.”

3. “And let them first pray together, that so they may associate in peace.”

4. “He should first show them in deeds rather than words all that is good and holy.”

5. “He should know that whoever undertakes the government of souls must prepare himself to account for them.”

6. “Wherefore let us consider how it behoveth us to be in the sight of God and the angels, and so let us take our part in the psalmody that mind and voice accord together.”

7. “For at all times we must so serve Him with the good things He has given us, that he may not, as an angry Father, disinherit his children, nor as a dread Lord, provoked by our evil deeds, deliver us to everlasting punishment as wicked servants who refuse to follow Him to glory.”