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From the Director of Boarding

Dear Parents and Students,

It is a privilege to warmly welcome you to boarding at Kincoppal-Rose Bay School of the Sacred Heart. Boarding is a valuable opportunity to discover more about yourself and develop meaningful connections with others. This is typified in the Goals of Sacred Heart Education (see page 3) that direct our boarding mission. Each girl who enters the Kincoppal-Rose Bay community is encouraged to discover the array of her gifts and talents and to participate fully in the myriad opportunities afforded her in her time here.

The experience of boarding can be happy and rewarding when it is underpinned by the personalised care and support of Kincoppal-Rose Bay boarding staff and students and your willingness and enthusiasm. Thus, the boarding experience is built on a unique and trusting partnership that fosters not only personal reward for each girl but also a community that is characterised by consideration and respect for others, good manners, collaboration and shared responsibility.

This information booklet has been compiled for two purposes. Firstly, it is a reference point for students and parents new to boarding at Kincoppal-Rose Bay. It will assist by outlining what to expect in the first year in boarding. Secondly, for our current boarders, it is an opportunity to revisit a variety of procedures and expectations for the year ahead.

We hope that each girl will accept the responsibility of developing her talents and contribute to building a strong boarding community at Kincoppal-Rose Bay School of the Sacred Heart.

Regards

Mrs Anne-Maree Bennett
Director of Boarding
School Philosophy

Goals of Sacred Heart Education

- **A personal and active faith in God**
  We endeavour to provide an environment where the student's faith is nurtured in trust and freedom. The girls are invited to reflect on their life experiences in the light of the scriptures so as to deepen the Christian meaning of their lives.

- **A deep respect for intellectual values**
  We encourage our girls to enjoy learning, find it a meaningful experience, and understand that learning involves many experiences beyond the classroom. We hope they will leave us possessing a life-long love of learning. The organisation of our teaching/learning program is designed to encourage each girl to learn to the best of his/her ability.

- **The building of community as a Christian value**
  Parents, staff and students strive to provide a real experience of community in the School. The Christian values underlying that community are made explicit and the students are encouraged to develop the skills required for living as alert and responsible citizens in a challenging world.

- **A social awareness which impels to action**
  The School has programs which involve students in the wider community. This gives them an opportunity to understand and appreciate differences in race, religion and culture and encourages them to act against oppression and injustice.

- **Personal growth in an atmosphere of wise freedom**
  The School encourages each individual to be aware of his or her gifts and limitations and to recognise that everyone can make a unique contribution to his/her peers, society and world.
# Boarding House Contact Numbers

## Main School

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding Reception</td>
<td>61 2 9388 6103</td>
</tr>
<tr>
<td>Director of Boarding</td>
<td>61 2 9388 6100</td>
</tr>
<tr>
<td>Boarding House Fax</td>
<td>61 2 9388 6101</td>
</tr>
<tr>
<td>School Nurse</td>
<td>61 2 9388 6042</td>
</tr>
</tbody>
</table>

## Main School Girl Phones

<table>
<thead>
<tr>
<th>Level</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4 (balcony)</td>
<td>61 2 9388 6116</td>
</tr>
<tr>
<td>Level 4 (hall)</td>
<td>61 2 9388 6117</td>
</tr>
<tr>
<td>Level 5 (lift)</td>
<td>61 2 9388 6115</td>
</tr>
</tbody>
</table>

## Sheldon House

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Office</td>
<td>61 2 9388 6130</td>
</tr>
<tr>
<td>Sheldon Fax</td>
<td>61 2 9388 6131</td>
</tr>
</tbody>
</table>

## Sheldon Girl Phones

<table>
<thead>
<tr>
<th>Level</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>61 2 9388 6137</td>
</tr>
<tr>
<td>Level 2</td>
<td>61 2 9388 6136</td>
</tr>
<tr>
<td>Level 3</td>
<td>61 2 9388 6135</td>
</tr>
</tbody>
</table>

## Senior School

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior School Reception</td>
<td>61 2 9388 6000</td>
</tr>
<tr>
<td>Senior School Student Reception</td>
<td>61 2 9388 6023</td>
</tr>
<tr>
<td>Senior School Counsellor</td>
<td>61 2 9388 6153</td>
</tr>
</tbody>
</table>

## Website

[www.krb.nsw.edu.au](http://www.krb.nsw.edu.au)  
*(Click on the Boarding tab)*

## Main school boarding email

bsreception@krb.nsw.edu.au

## Sheldon email

sheldonreception@krb.nsw.edu.au
Welcome

Welcome to the Kincoppal-Rose Bay Boarding House – a dynamic community that is home to 150 girls from a range of backgrounds. Our Boarding House reflects contemporary society and aims to foster “growth in an atmosphere of wise freedom”.

Boarders are housed in two main areas of the School. Senior girls reside in Sheldon House, which has a number of single, double and triple bedrooms. Sheldon House provides modern and spacious accommodation overlooking Sydney Harbour and isolated from the bustle of the Main School. This provides an optimal environment for study and relaxation as Year 12 girls manage the demands of their final year.

Main School Boarding consists of Jackson and Woodward Houses and caters for Years 7 to 11.

Accommodation in Jackson and Woodward Houses enables boarders access to spacious rooms that enjoy Sydney Harbour vistas. While many architectural features of the building are in keeping with the Sacred Heart ethos and heritage, the installation of reverse cycle air-conditioning, wireless connectivity and contemporary furnishings make living in boarding very comfortable.

Girls are encouraged to develop independence in their study routines, to enjoy and contribute to the community in which they reside and to participate in the recreation program to ensure a healthy balance in their lives.

Our boarders come from all parts of Australia, particularly rural areas of NSW. We have international girls from many parts of the world, and boarders from Sydney and its environs. We are proud of the diversity in cultural backgrounds that our boarders bring to this community. Our community promotes tolerance, trust, friendliness, independence and respect.

Foundations of the Boarding House

When the five foundresses moved to Claremont on 23 June 1882, the journey to the School was very different to the trip taken today. At that time people travelled by foot or horse and carriage, up a partially paved winding hill from Rose Bay, along a dirt track and then through a white wooden gate. The original house, Claremont, appeared similar to what we see today, although it was one of only about five houses on this peninsular. The first eight students who started school less than a month later were all boarders.

Like many boarding houses of the time, training in self-discipline involved silence in corridors, in dormitories and at meals. Girls were expected to move about the School in files of two; however, there were also times for relaxing. Girls could climb down to the water’s edge and bathe during the summer months. Games of hide and seek involving the whole school were popular and everyone enjoyed regular student concerts and plays.

No doubt our present boarders would find the daily routine of the 1880s very challenging. It involved a strict regime of prayers in the morning and evening, about five hours of classes, two hours of study, 1.5 hours of needlework, 40 minutes of writing, two hours of recreation in short breaks and nine hours of sleep.
The world of 1882 seems a long way away today as our new boarders drive up New South Head Road for the first time and enter the School through the impressive Main Gates – immediately enjoying the magnificent buildings and the wonderful views. The Boarding House has evolved into a home for 150 boarders from all around Australia and the world. While the development of self-discipline may still underpin many of the routines today, girls who enter the Boarding House will experience a very different lifestyle to that of the original eight pupils.

Boarding Culture

The Boarding House 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 a residential community.

The following expectations define our boarding community:

- All families and boarders will welcome girls from all backgrounds
- All boarders support the Boarding House by fully participating in its activities and the wider opportunities the School 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 attend Mass each weekend
Preparing for the Commencement of Boarding

For many new boarders, entering the Boarding House is the first time 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 and managing menstruation
- The importance of ensuring that sheets and towels are washed regularly
- Understanding physical and psychological changes that they are likely to experience
- The requirement to leave all medication and its management with the Nursing staff
- The importance of expressing concerns directly with staff members and/or parents
- The importance of security of both personal and School property
- Managing routines
- The importance of a balanced diet
- Being familiar with the academic expectations of Kincoppal-Rose Bay
- The importance of key policies such as the Mobile Phone Policy
- Understanding that homesickness is natural
- Knowing and understanding the reasons for changing schools and for entering boarding
- 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 dining room
- Attend to personal laundry needs
- Attend to personal hygiene needs and matters of health, and seek help from the Nursing staff or Boarding staff if needed
- Care for individual property
- Work effectively in small groups and contribute to Year Group and full Boarding House activities
- Approach conflict resolution and problem solving in a positive way
- Accept direction from staff positively
- Show respect and honesty in communications with staff
- Communicate with staff on leave arrangements, holiday arrangements and use of email, mobile phones and the Internet sensibly
- Take responsibility for organising homework and working quietly and independently during study times
- Independently organise recreation time
- Contribute to the success of In Weekends
- Attend Mass
Guidelines for Boarders

1. Boarding Requirements

Clothing requirements for boarders Kincoppal-Rose Bay School:

Requirements:
- Underwear x 6-8 sets
- Night dresses or pyjamas
- Slippers (Ugg boots or equivalent for winter)
- Dressing gown (summer and winter) x 1 each
- Bath Towels x 3
- Blankets x 3 or Doona
- Doona Cover
- Sheets x 2 pairs
- Pillowcases x 2
- Shoe cleaning kit (with "Nugget" or equivalent) x 1
- Clothes brush
- Coat Hangers x 12
- A rain coat/plastic cape for winter is recommended

Toiletry items:
Soap, hair shampoo, deodorant, toothbrush, toothpastes, and sanitary items.

Other Clothing
- Sufficient, but not excessive, quantities of personal clothing. As limited space is available in the Boarding School please do not bring an UNLIMITED supply of clothes to wear after school and on weekends. This also applies to shoes.
- All clothing should be of a standard suitable to wear in the Boarding House.
- Appropriate clothing and footwear for Mass, outings and socials should be included.

Please Note: If your daughter plays out of school sport it is suggested that an extra set of sport clothes, including socks is provided.

AN IMPORTANT REMINDER

All articles of clothing and linen MUST be marked with either labels with boarder’s full name or written in laundry pen with boarder’s full name.
**ADDITIONAL REQUIREMENTS (Please read carefully)**

**GIRLS SHOULD ALSO BRING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pillows</td>
<td>For their own use (bedding)</td>
</tr>
<tr>
<td>iPods</td>
<td>Only small iPod docks or computers for music to be used in private rooms. Earphones are to be attached so as not to disturb others. Large stereo-type players are not permitted.</td>
</tr>
<tr>
<td>Mug &amp; Cutlery</td>
<td>A mug with name written on the bottom with a permanent marker. Also a knife, fork and spoon (for common room use) 1 x drink container</td>
</tr>
<tr>
<td>Lock</td>
<td>1 x lock for School Locker</td>
</tr>
<tr>
<td>Fans</td>
<td>A <em>small</em> fan no larger than 25cm in diameter may be brought in for use.</td>
</tr>
<tr>
<td>Lamps</td>
<td>Study lamps are provided.</td>
</tr>
<tr>
<td>Marking</td>
<td>Please mark all linen and clothing with boarder’s name by using labels or laundry pen. Sheets must be marked on the top corner of the short side with your name. This is important so the laundry is easy to distribute to the correct room when it is returned. Mark clothes and socks along the top where the name can be seen. This is necessary even though girls will be doing their own laundry, since items can get mixed up.</td>
</tr>
<tr>
<td>Washing</td>
<td>Each house laundry is provided with two washing machines, two dryers and ironing facilities. Girls will wash all personal clothing. Sheets, pillowcase and towel may be laundered for you on a rostered day, if you wish. In the interest of all concerned, boarders are requested to finish washing and drying promptly to avoid disharmony among girls. Laundry is not to be strewn with clothes, and washing lines are to be cleared as soon as possible.</td>
</tr>
<tr>
<td>Laundry Basket</td>
<td>Please supply a medium sized laundry basket. This is to be marked with boarder’s name. A plastic one is the best as it can be used to take wet washing to drying area as well as for storage of dirty linen. Washing powder. Pegs (for those in Sheldon House although Main School does have a small outside washing line)</td>
</tr>
<tr>
<td>School Items</td>
<td>A selection of pens and pencils Rubber and ruler A ream of A4 paper Stapler and staples Lined paper or exercise books Glue Batteries for calculator Scissors</td>
</tr>
<tr>
<td>Access to Money</td>
<td>Girls need access to money via Bank or Key Card. (For further information refer to section on POCKET MONEY)</td>
</tr>
</tbody>
</table>

**GIRLS MUST NOT BRING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Televisions</td>
<td>Televisions MUST NOT be brought into the Boarding House</td>
</tr>
<tr>
<td>White Goods</td>
<td>Including small fridges, cooking appliances etc</td>
</tr>
<tr>
<td>Heaters</td>
<td>Heaters MUST NOT be brought to the Boarding Houses</td>
</tr>
<tr>
<td>Electric Blankets</td>
<td>Electric blankets MUST NOT be brought to the Boarding Houses</td>
</tr>
</tbody>
</table>

We look forward to welcoming you and shall work hard to give you every opportunity to enjoy your stay with us.
2. Boarding House Behavioural Restrictions

1. **MEDICATIONS**: Medications, whether prescribed or not, are to be kept by the School Nurse who will dispense these. Certain arrangements may be made with the School Nurse and parents with regard to girls who may be suffering from a chronic complaint or illness. Panadol or other such medication must also be given to the School Nurse.

2. **SMOKING**: Smoking is FORBIDDEN at this School and at all venues.

3. **FACIAL PIERCING**
   The Dress Code Expectations in the School Diary regarding jewellery states that girls may only wear sleepers or studs in the lobe of the ear. Other body piercing and tattoos that are in view are not permitted. This expectation also applies to the Boarding Houses.

   We believe that it is in the girls’ best interest to maintain the current standards. Boarders will not be permitted to wear earrings/studs anywhere other than in their ears. Facial piercing in lips, tongues, noses and eyebrows is not acceptable. Plastic inserts are also not acceptable. If your daughter has a piercing, she will be asked to remove the offending piece of jewellery.

4. **READING MATERIAL ETC**: Any books or reading material that are considered unsuitable will be confiscated. This rule also applies to DVDs, internet, videos and compact discs. Depending on the circumstances, further disciplinary action may be taken.

5. **BAD LANGUAGE**: This is unacceptable.

   **IT IS NOT PERMITTED AT ANY TIME IN OUR SCHOOL**

6. **CHEWING GUM**: Gum is forbidden in the Boarding House and at the School. It causes damage if stuck on carpet, shoes or clothes.

7. **DRESS STANDARD**: When leaving the Boarding House, Boarding Supervisors have the responsibility for checking clothing that girls are wearing. If this is inappropriate the clothing must be changed. T-Shirts or other apparel, with inappropriate logos or text will be confiscated. This rule also applies to attire worn to socials and similar occasions.

8. **BEHAVIOUR AT SOCIALS**: This must be of the highest order.

9. **VISITORS**: Boarders must have permission from Boarding House staff to bring visitors into the Boarding House.
3. **Boarding House Behaviour Management Policy**

**Aims of this Policy**

The Boarding House aims to promote positive student behaviour and to build each boarder’s sense of personal responsibility for her own behaviour. In doing so, the Boarding House aims to prevent misbehaviour from occurring, and, where this is not possible, to intervene effectively. This policy operates in conjunction with the Senior School Behaviour Management Policy.

The Boarding House aims to promote positive boarder behaviour by ensuring, at the beginning of each year, girls are taught the Boarding House expectations regarding acceptable behaviour. These expectations will be re-established at the beginning of each term.

**The Boarders are expected to:**

- Contribute positively to the Boarding House environment
- Take responsibility for their behaviour
- Show courtesy towards staff and fellow boarders
- Use respectful and appropriate language
- Appreciate differences in others
- Respect the religious beliefs and practices of others
- Participate in Boarding House events
- Follow the Boarding House timetable
- Observe study schedules
- Abide by the Boarding House Mobile Phone Policy
- Abide by the Boarders’ Leave Policy
- Respect Boarding House property and the property of others

The Board of Studies “Registered and Accredited Individual Non Government Schools (NSW) Manual” Principles for Procedural Fairness will be adhered to in all cases of behavior management.
## Consequences for Inappropriate Behaviour

<table>
<thead>
<tr>
<th>INAPPROPRIATE BEHAVIOUR</th>
<th>Examples of consequences that may be implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not following the Boarding House timetable (e.g. up late after lights out)</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Not completing Boarding House Duties</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Not maintaining a tidy room</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Not taking responsibility for laundry</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Disruptive during study periods</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Bad manners in the Dining Room</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Missing meals</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Failing to attend Boarding House events (e.g. meetings, Boarders’ Mass)</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Disrespectful towards staff or others (e.g. uncooperative behaviour)</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Bullying behaviours</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Misusing mobile phone or public telephone privileges</td>
<td>• 1st incident: Phone confiscated/banned for two days</td>
</tr>
<tr>
<td></td>
<td>• 2nd incident: Phone confiscated/banned for two weeks</td>
</tr>
<tr>
<td></td>
<td>• 3rd incident: Phone is sent home</td>
</tr>
<tr>
<td>Late return from Leave</td>
<td>• Boarding House community service</td>
</tr>
<tr>
<td>Damaging Boarding House property or the property of others</td>
<td>• Boarding House community service</td>
</tr>
</tbody>
</table>
### Consequences for Serious Breaches of Boarding House Rules

<table>
<thead>
<tr>
<th>INAPPROPRIATE BEHAVIOUR</th>
<th>Consequences</th>
</tr>
</thead>
</table>
| Abusing leave privileges (e.g. leaving the Boarding House without permission or deceiving staff about leave arrangements) | These behaviours may warrant one or more of the following:  
- An investigation by the School  
- Leave privileges removed  
- Suspension  
- Being placed on a contract by the Principal  
- Termination of enrolment |
| Inviting individual/s into the Boarding House without permission                      | These behaviours may warrant one or more of the following:  
- An investigation by the School  
- Suspension  
- Being placed on a contract by the Principal  
- Termination of enrolment |
| Theft                                                                                 | These behaviours may warrant one or more of the following:  
- An investigation by the School  
- Being placed on a contract by the Director of Boarding  
- Suspension  
- Termination of enrolment |
| Possessing, using or being under the influence of drugs or alcohol in the Boarding House | These behaviours may warrant one or more of the following:  
- An investigation by the School  
- Suspension  
- Being placed on a contract by the Principal  
- Termination of enrolment |
| Supplying illegal drugs                                                                | These behaviours may warrant one or more of the following:  
- Termination of enrolment |

**Note:** This table is designed to cover the most common student behaviours. Serious breaches of behaviour will be investigated by the Head of House and the Director of Boarding. The parents will be contacted and an interview with the Principal arranged.
## Term Information

### 1. Daily Routine

**Monday – Thursday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am – 8.15am</td>
<td>Wake up, breakfast and prepare for school</td>
</tr>
<tr>
<td>8.15am – 3.00pm</td>
<td>The Boarding House closes</td>
</tr>
<tr>
<td>3.00pm – 5.00pm</td>
<td>The Boarding House reopens, Afternoon tea, Recreation time – girls may sign out on recreational passes</td>
</tr>
<tr>
<td>5.00pm – Dinner</td>
<td>Study 1:</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Dinner for Years 7, 8 &amp; 9</td>
</tr>
<tr>
<td>6.10pm</td>
<td>Dinner for Year 10</td>
</tr>
<tr>
<td>6.15pm</td>
<td>Dinner for Year 11</td>
</tr>
<tr>
<td>6.20pm</td>
<td>Dinner for Year 12</td>
</tr>
<tr>
<td>6.30pm - 7.00pm</td>
<td>Recreation time for all</td>
</tr>
<tr>
<td>7.00pm – 8.30pm (Supper)</td>
<td>Study 2</td>
</tr>
<tr>
<td>8.30pm – 8.45pm</td>
<td>Supper Years 7 &amp; 8</td>
</tr>
<tr>
<td>8.30pm – 9.00pm</td>
<td>Supper Years 9 – 12</td>
</tr>
<tr>
<td>8:45pm</td>
<td>Quiet time in rooms, then lights out at 9:15pm for Year 7 and Year 8</td>
</tr>
<tr>
<td>(9.00pm – 11.00pm)</td>
<td>Lights out for Year 9</td>
</tr>
<tr>
<td>9:30pm</td>
<td>Lights out for Year 10</td>
</tr>
<tr>
<td>10:00pm</td>
<td>Lights out for Year 11</td>
</tr>
<tr>
<td>10:30pm</td>
<td>Lights out for Year 12</td>
</tr>
<tr>
<td>10:30pm-11:00pm*</td>
<td>*This is at the discretion of the Year 12 Head of House</td>
</tr>
</tbody>
</table>

*This is at the discretion of the Year 12 Head of House*
**Fridays**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am – 8.15pm</td>
<td>Wake up, breakfast and prepare for school</td>
</tr>
<tr>
<td>3.00pm – 5.00pm</td>
<td>Signing out/recreational passes</td>
</tr>
<tr>
<td>6.00 – 7.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7.00pm – 11.00pm</td>
<td>Recreation time before lights out</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Years 7, 8 lights out</td>
</tr>
<tr>
<td>10:30pm</td>
<td>Years 9, 10 &amp; 11 lights out</td>
</tr>
<tr>
<td>11:00pm</td>
<td>Year 12 lights out</td>
</tr>
</tbody>
</table>

**Saturdays**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00am – 9.00am</td>
<td>Wake up/depart for Saturday sport</td>
</tr>
<tr>
<td></td>
<td>Breakfast in Boarder Common Room</td>
</tr>
<tr>
<td>9.00am – 12.20pm</td>
<td>Recreation time: recreational passes</td>
</tr>
<tr>
<td>12.30pm - 1.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.15pm – 5.45pm</td>
<td>Recreation time: recreational passes</td>
</tr>
<tr>
<td>6.00 – 6.30pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm – 10.30pm</td>
<td>Recreation time until lights out</td>
</tr>
<tr>
<td>(bed times same as Friday night)</td>
<td></td>
</tr>
</tbody>
</table>

**Sundays**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am – 10.00am</td>
<td>Breakfast is available in Boarder Common Room</td>
</tr>
<tr>
<td>10.00am – 12.30pm</td>
<td>Recreation time: recreational passes/weekend activities</td>
</tr>
<tr>
<td>12.30pm – 1.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.00pm – 5.00pm</td>
<td>Recreation time: recreational passes/weekend activities</td>
</tr>
<tr>
<td>6.00 – 6.30pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm – 7.00pm</td>
<td>Free time</td>
</tr>
<tr>
<td>7.00pm-8.00pm</td>
<td>Study Time</td>
</tr>
<tr>
<td>8.00pm</td>
<td>All boarders due back into the Boarding House</td>
</tr>
<tr>
<td>9.00pm</td>
<td>All boarders must be in their own rooms; quiet time</td>
</tr>
<tr>
<td>9:00pm</td>
<td>Lights out for Years 7 &amp; 8</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights out Years 9 &amp; 10</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Lights out Years 11 and 12</td>
</tr>
</tbody>
</table>

**Weekend Mass**

Mass is held Sunday at 10am or Sunday at 6pm. The program for each term is sent out in the term calendar before the commencement of each term.
2. **Dining Room**

- It is compulsory to be at meals unless permission has been given from the Boarding Supervisor.
- Eating balanced meals is important.
- Appropriate table manners must be used at all times. Girls are expected to keep the noise level to a minimum and to leave their place at the table clean.
- Girls are expected to remain in their places during the meals, and to share their conversation with those at their table.
- Girls are to be appropriately dressed in the dining room; this does not include hats, boxer shorts, pyjamas or bathers.
- Mobile Phones are not to be taken to the Dining room.

3. **Times for Meals**

<table>
<thead>
<tr>
<th></th>
<th>Weekdays (Mon - Thurs)</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rising Signal</strong></td>
<td>6.45am</td>
<td>8.00am</td>
<td>8.30am</td>
</tr>
<tr>
<td><strong>Breakfast</strong></td>
<td>6.45am – 7.45am</td>
<td>8am – 9am</td>
<td>9am – 9.30am</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>1.20pm – daily</td>
<td>12.30pm</td>
<td>12.30pm</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>6.00pm – 6.30pm</td>
<td>6.00pm – 6.30pm (Term 1 &amp; 3)</td>
<td>6.00pm – 6.30pm (Term 1 &amp; 4)</td>
</tr>
</tbody>
</table>

Every boarder is given an area to tidy, which will be checked by the Boarding Supervisor on duty.

*Morning School Signal* is at 8.10am. Boarders are to vacate Boarding by 8.15am.

4. **Study Times**

<table>
<thead>
<tr>
<th>Year 7 &amp; 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study 1</td>
<td>5pm – 6.00pm</td>
<td>5pm – 6.00pm</td>
<td>5pm – 6.10pm</td>
<td>5pm – 6.15pm</td>
</tr>
<tr>
<td>Study 2</td>
<td>7pm – 8.30pm</td>
<td>7pm – 8.30pm</td>
<td>7pm – 8.30pm</td>
<td>7pm – 8.30pm</td>
</tr>
<tr>
<td>Study 3</td>
<td>n/a</td>
<td>9pm – 9:20pm</td>
<td>9pm – 10pm</td>
<td>9pm – 10:30pm</td>
</tr>
</tbody>
</table>

One of the reasons that parents have sent their daughters to Kincoppal-Rose Bay School is to give them the best educational opportunities. Therefore we consider study time to be crucial and as a consequence have established the following guidelines.

At 5.00pm girls must go to their own room and commence work. No one is to work with another during this study time. We encourage shared work and study but only after asking permission from the Boarding Supervisor. Girls must remain in their room throughout study time, which means no moving from room to room. Should girls study to music, headphones must be used.
The kitchen is out of bounds during study time.

**House Staff will be moving around; hence bedroom doors are to be propped open.**

**Year 11 & 12 are allowed to have their doors closed.**

Year 11 and 12 girls may choose to study after the general lights are out, however, this study must occur alone and not in groups in order to ensure that others are not disturbed.

**CONSEQUENCE FOR BREAKING THE RULES (TO DO WITH USE OF IPODS/MUSIC ON COMPUTERS DURING STUDY TIME)**

Boarders must use headphones when using iPods/computers/phones during study sessions. Failure to do so is disruptive to other girls and will result in confiscation of device for the duration of term time.

**These rules are there to ensure that everyone has the opportunity to study.**

5. **Supper and Retiring (8.30pm – 9.00pm)**

- At 8.30pm supper is provided in the House.

- As an act of deference and respect for those who wish to sleep, silence must be observed after lights out. Quiet should be observed at all times around the bedrooms as some girls may be studying.

- All girls must be in bed by a reasonable hour. Sleep is essential to be able to concentrate at school the next day.

- The kitchen is out of bounds after lights out.

6. **Times for Lights Out**

<table>
<thead>
<tr>
<th></th>
<th>YEAR 12</th>
<th>YEAR 11</th>
<th>YEAR 10</th>
<th>YEAR 9</th>
<th>YEAR 7 &amp; 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mon - Thurs</strong></td>
<td>10.30pm Boarding Supervisors discretion</td>
<td>10.30pm</td>
<td>10pm</td>
<td>9.30pm</td>
<td>9.15pm</td>
</tr>
<tr>
<td><strong>Fri</strong></td>
<td>11pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
</tr>
<tr>
<td><strong>Sat</strong></td>
<td>Boarding Supervisors discretion</td>
<td>11pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
</tr>
<tr>
<td><strong>Sun</strong></td>
<td>10pm</td>
<td>10pm</td>
<td>9:30pm</td>
<td>9:30pm</td>
<td>9:00pm</td>
</tr>
</tbody>
</table>

**After school - 3.15pm – 5.00pm**

After afternoon tea, change out of uniform and participate in some activity of boarder’s choice. Showers can be taken at any reasonable time but not before 6.30am or after 9.30pm.
Heath Care

Health Care Centre

Opening Hours: Monday to Friday 8-4pm (Closed Midday – 1.30pm)
Contact Number: (02) 9388 6042

At the commencement of boarding, parents are required to complete a Student Health Form for their daughter. These will need updating annually. This assists the School Nurse to manage student illness and quickly identify any likely health issues.

It is important that the Nurse is informed of any changes and updated on medical conditions.

Medical and Dental Appointments

Parents must liaise with the School Nurse when making medical and dental appointments, as this will facilitate travel arrangements to and from, particularly for Yr 7-10 boarders who require an escort to go with them.

Medicare Card

It is useful if boarders have their own Medicare card. International students who are not eligible for a health care card should have private health insurance.

Boarding staff monitor student health outside the Health Care Centre hours. In an emergency students are taken to the nearest hospital. Parents will be informed immediately.

Medication

Boarders are not to keep medication with them in the boarding house.

Parents are requested to establish an account with the Rose Bay Pharmacy.

Appointments DURING school hours

The gap students accompany the Yr 7-10 girls during school hours (8am – 2.30pm)

Appointments OUTSIDE of school hours

Parents of younger boarders (Yr 7-10) are encouraged to make arrangements with a guardian or city family to accompany the boarder to the appointment.

If you require our assistance in organising someone to accompany your daughter (Yr 7-10), we require 24 hours notice and a fee will be charged to your school account.

Older students in Yr 11 must be accompanied by another boarder. It is suggested this arrangement is organised in advance as the accompanying student will also need parental permission to leave the school grounds.

Taxi bookings can be made, and charged to your school account.
Leave Arrangements and Policies

It is important to emphasise that the whole process of allowing your daughter leave from our boarding community involves trust.

The Director of Boarding and Boarding Staff trust that all boarders go to their nominated destination which has been approved, and that their hosts will be in attendance.

Parents and Guardians are asked to support the Leave Policy by not requesting leave outside of the below guidelines. The Boarding School community has an In Weekend which is usually held the first weekend of each term. The expectation is that all boarders participate in the planned activities.

The Request for Leave form can be found on the Parent Portal. (Also see Page 33) Email or fax to the below addresses:

Main School
Email: bsreception@krb.nsw.edu.au
Fax: (02) 9388 6101

Sheldon House
Email: sheldonreception@krb.nsw.edu.au
Fax: (02) 9388 6131

Time frame guidelines for Leave:

Midweek/Overnight Leave form to be in at least 24 hrs in advance
Weekend Leave to be in by 5pm on Thursdays
Holiday/End of Term Leave to be in at least one week before the last day of term

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 daughter’s position in our community.

Weekend/Weekday/Overnight Leave

The leave arrangements as outlined below aim to balance the security and safety of the boarders as well as allow for age appropriate freedoms.

- All leave from the Boarding House is authorised and at the discretion of the Director of Boarding.
- Parents and Guardians are required to email, fax or mail the Request for Leave form to Boarding House reception for weekend leave by 5pm Thursdays.
- Special weeknight passes should not be a regular occurrence and parents should seek approval at least 48 hrs before the event. This would include birthdays, family occasions
or a Sydney visit from a rural, interstate or international parent.

- All leave from the Boarding House is authorised and at the discretion of the Director of Boarding.
- Parents and Guardians are required to email, fax or mail the Request for Leave form to Boarding House reception for weekend leave by 5pm Thursdays.
- Special weeknight passes should not be a regular occurrence and parents should seek approval at least 48 hrs before the event. This would include birthdays, family occasions or a Sydney visit from a rural, interstate or international parent.
- Boarders are not allowed to go home with day girls for dinner midweek.
- Any special requests should be forwarded to the Director of Boarding well in advance of leave being taken.
- The Director of Boarding may request to call or meet in person a host who is not known to her.
- If there are any concerns about leave arrangements, your daughter will not be permitted to go out on leave until all concerns are resolved.
- The Boarding School is responsible for all girls while they are at boarding. It is essential that parents and the Boarding Staff know where to contact boarders who are on leave in an emergency. This is a requirement.

There are two main categories of leave:

(1) Host Supervised Leave

Boarders may take day or overnight leave from boarding with a parent, guardian or other suitable adult.

Host must be over 25 years of age. At all times the Director of Boarding has the discretionary approval over these arrangements.

All boarders are expected to return to the Boarding House by Sunday 8.00pm or Monday by 8am. If returning alone on public transport, boarders must return by 5pm on the Sunday.

If at any time a boarder is unexpectedly delayed, she must phone the boarding staff on 9388 6103 (Main School) or 9388 6130 (Sheldon House).

(2) Recreational Leave Passes (For Weekday or Weekend)

The Authorisation for Recreational Pass forms outline the Year Group appropriate destinations. These are completed by the Parent or Guardian at the beginning of each school year or at the commencement of boarding and can be found on the Parent Portal. (Also see Pages 34-41) Boarders will ONLY be permitted to go on a recreational leave pass with this parent or guardian approval.
- All boarders must sign out with boarding staff and identify where they are going
- All boarders on return from their recreational leave must sign in with the boarding staff
- Mobile phones must be taken on all recreational outings
**Weekday Recreational Leave Pass (or Short Day Pass)**

When: Monday to Friday before or after school

- This leave (see Page 27) permits girls to take recreational leave to local areas in proximity to the school
- Exercise passes are only permitted in identified local areas
- Girls are to return to the Boarding House by 5pm Monday to Friday
- Short day passes may be taken more frequently than Long day passes, but at the discretion of the Boarding Supervisors.
- **Girls may not combine passes and request to stay out all day**

**Weekend Recreational Leave Pass (or Long Day Pass)**

- Over the weekend, boarders may sign out for both Short and Long day passes (see Page 27)
- Passes are not permitted before Mass on a Sunday morning.
- Girls may take up to **two** Long Day passes over any given weekend

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**BEACH LEAVE**

*Boarders ARE NOT permitted to take beach leave and have access to any beach while on a Recreational Leave pass.*

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**Holiday Leave**

- It is the Secondary School’s Policy that the girls will **NOT** be given permission to leave school early for Long Weekends or End of term breaks. This requirement will be enforced unless there are exceptional circumstances or hardship, which will result if the student stays at school.
- Parents and students need to be aware that early departures significantly disrupt teachers’ programming and scheduling of assessments.
- All boarders must travel on designated travel days at the end of each term.
  - Term travel dates can be found on the Parent Portal (Boarding tab) at the beginning of each term and also published on the KRB website at the beginning of each year.
- International girls may not book flights that result in missing school days.
  - Term travel dates can be found on the Parent Portal (Boarding tab) at the beginning of each term and also published on the KRB website at the beginning of each year.
- Boarders who reside in Sydney **MUST ATTEND THE LAST DAY OF SCHOOL**.
- Holiday leave is required at least a week before the end of the school term date.

**Transport Connections**

On departing or returning to school after Long Weekends or Term breaks, parents are expected to provide for taxi connections or make transport arrangements to/from the airport, rail or bus terminals to the boarding house.

**Cabcharges**

Are available but must be ordered in advance. We require at least 48 hours notice.
# Short Day Passes (Mon-Fri after school)

<table>
<thead>
<tr>
<th>Location</th>
<th>Length of time</th>
<th>YEAR 7</th>
<th>YEAR 8</th>
<th>YEAR 9</th>
<th>YEAR 10</th>
<th>YEAR 11</th>
<th>YEAR 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounds Pass</td>
<td>1.5 hours</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
</tr>
<tr>
<td>Exercise Pass</td>
<td>1 hour</td>
<td>No</td>
<td>In 2s</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile. Towards Rose Bay or Vaucluse Shops, Nielson Park (NOT the Gap)</td>
<td>In 2s + mobile. Towards Rose Bay or Vaucluse Shops, Nielson Park (NOT the Gap)</td>
<td>In 2s + mobile. Towards Rose Bay or Vaucluse Shops, Nielson Park (NOT the Gap)</td>
</tr>
<tr>
<td>Rose Bay</td>
<td>2 hours</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
</tr>
<tr>
<td>Lyne Park</td>
<td>1.5 hours</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s+ mobile</td>
<td>In 2s+ mobile</td>
<td>In 2s+ mobile</td>
</tr>
<tr>
<td>Plumer Road</td>
<td>2 hours</td>
<td>No</td>
<td>No</td>
<td>In 2s + mobile w/e only</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>Double Bay</td>
<td>2 hours (must leave by 3:30pm)</td>
<td>No</td>
<td>No</td>
<td>In 2s + mobile w/e only</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>North Rose Bay</td>
<td>2 hours (must leave by 3:30pm)</td>
<td>No</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
<td>Alone + mobile</td>
</tr>
</tbody>
</table>

**All boarders must return to boarding by 5pm (unless special permission is granted)**

# Long Day Passes (Weekends Only)

<table>
<thead>
<tr>
<th>Location</th>
<th>Length of time</th>
<th>YEAR 7</th>
<th>YEAR 8</th>
<th>YEAR 9</th>
<th>YEAR 10</th>
<th>YEAR 11</th>
<th>YEAR 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Bay</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
</tr>
<tr>
<td>City</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>Year 9 in 2s+ mobile and a year 11 or 12</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>Dinner Pass</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>Lyne Park</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>Local Sports and classes</td>
<td>3 hours</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>Bondi Junction</td>
<td>5 hours Senior Years</td>
<td>No</td>
<td>In 4s + mobile. Must travel on Bus 386.</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
</tr>
<tr>
<td>Plumer Road Shops</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>Alone + mobile</td>
</tr>
<tr>
<td>Watsons Bay</td>
<td>5 hours</td>
<td>No</td>
<td>No</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
</tbody>
</table>

**All boarders to return by 5pm (unless special is permission granted)**
CountryLink Travel

**Boarders Travel Pass**
All rural NSW boarders fill out an application for free travel for weekend/vacation travel on State Rail and bus services. Boarders are then issued with a pass that entitles them to free travel on weekends and holiday periods to their designated home address. This pass is to be carried with them and a replacement paid for if they card is lost or destroyed.

**CountryLink Service and Booking**
The State Government provides transport for boarders living in New South Wales, between school and the town nearest to their home, at the beginning and end of each school term. The bookings are organised through CountryLink each term by the Boarding Administration Assistant. Most boarders travel by special coaches, which collect them from the nearest town and transport them to school and home again. There may be students from other boarding schools on the same service.

Below are a few important points that will help to ensure that your daughter/s arrive home and return to school as conveniently and safely as possible with the CountryLink service:

- **Travel arrangements commence approximately a month prior to the end of term.** CountryLink Travel Booking forms and travel dates/deadlines can be found on the Parent Portal. We would appreciate you completing and returning these forms by the due date so all submissions are accepted by CountryLink.

- **Information on departure and arrival times is distributed to girls as soon as we have received the tickets from CountryLink.**

- **If girls wish to travel to destinations other than their home, they are required to pay the student fare to/from that destination.** This amount will usually be charged to your school account or the payment may be required before the ticket is issued.

- **Any cancellations are required before the actual travel date by emailing Boarding Reception on bsreception@krb.nsw.edu.au.** If the cancellation needs to be made over the holidays, call the CountryLink Call centre number (132 232). If cancellation is not received by the due date, it may result in payment.

**Luggage Restrictions for CountryLink**
- Only two pieces of luggage per girl on these services
- Less than 20kg in weight and not exceeding 60cm height/ 70cm length and 50cm width
- If there is an excessive amount of luggage to be transported, you will need to organise alternative travel arrangements
- No bikes, surfboards, guitars etc
General Information

1. **Exam Periods**

   **YEAR 12**

   During exams, the Year 12 girls may stay with their family or reside in the Boarding House. Normal rules apply for leave - girls must fill in the leave book and must also have parental permission.

   **IN GENERAL**

   Weekend leave is not encouraged prior to School examination times except when the leave is intended to facilitate study preparation.

2. **Homework Centre**

   Boarders in Years 9-12 have the Homework Centre available to them Monday-Thursday until 9:00pm. The Homework Centre provides Library and teaching staff to assist boarders with their homework. This is a tremendous resource for all boarders. The Library is also open on Sunday afternoon.

3. **Computer Use**

   Boarders use their School laptops for research and to check emails, which can also be accessed remotely by the web. They are provided with their own individual email address and login.

   Girls’ internet access is monitored and filters limit access to social media sites. Girls who access inappropriate sites face suspension.

   The staff reserve the right to apply graded sanctions, to deny access or terminate use if the girls are deemed to be making inappropriate use of technology.

   Restricted internet hours will be sanctioned in the Boarding School to encourage responsible internet usage.

4. **Tutors**

   Staff at the school are rostered to work in the Boarding House from 5pm till 8:30pm from Monday to Thursday, to assist with the girls’ homework.

   If your daughter requires extra tuition there are tutors prepared to offer their services. Fees are arranged between the parents and the tutor. Please ensure that you contact your daughter’s teachers before making this decision.

5. **Mentors**

   All new boarders from Years 8 to 12 are allocated a mentor from their own Year Group in the Boarding House. Year 7’s receive a mentor from Year 8 and a buddy in Year 12. These girls are trained to be a helpful support to the new boarder.
6. **Sport and Recreation**

There are many activities available to boarders. Some examples are Volleyball, Tennis, Hockey, Netball, Badminton, Speech and Drama, Choir, Band, Debating, Chess, Ballet, Swimming and Gymnastics.

It is important for all boarders to be involved in Extra Curricular activities. Parents are encouraged to attend school functions if at all possible - in particular those which may involve their daughter. The girls are encouraged to participate in all school sporting and recreational teams since participation in team events is an important activity. Boarders are expected to attend whole school functions such as the swimming and athletics carnivals. Girls in the school team squads are expected to participate in training sessions organised before or after school.

*If boarders make a commitment to sport or any other subject area they should be ready to honour their commitment. If needed to sing in a choir or to play netball etc, they should not make other arrangements.*

In general, the parents and guardians are responsible for ensuring their daughter has confirmed travel arrangements to and from the particular match venue. If you are close to the School it would be very helpful if you would assist with transporting the girls to their games.

7. **Mass**

Mass is held weekly:
- Term 1 & 4    Sunday 6.00pm
- Term 2 & 3    Sunday 10am

All Boarders are expected to attend Mass, if in the Boarding School.

*Boarders who are in boarding overnight on Saturday will not be signed out for weekend leave until after Mass on Sunday morning.*

8. **Nut Aware Policy**

The School recognises that nuts and nut products should not be consumed in the Boarding House, as a number of boarders have potentially life threatening allergies to certain foods. The School seeks parent and staff support towards maintaining a minimised risk environment, whilst ensuring effective medical response to potential anaphylactic episodes.

9. **Pocket Money**

It is useful to set up an account at a bank that has a branch at Rose Bay and organise a key card/cash card for your daughter. Boarders will need approximately $100 - $200 per Term. We recommend that girls carry no more than $20 at a time while in School.
Uniforms

All uniform requirements are available from the School Shop which is situated on site.

Opening Hours: Tuesday and Friday 8am – 3.50pm
Contact Number: (02) 9388 6046.

SCHOOL UNIFORM REQUIREMENTS

ALL YEARS

Sport Uniform  – School Shorts
– School Netball Skirt
– School Baseball Cap
– School Tracksuit
– School Swimmers & Cap
– White Sandshoes

Sundries  – School Blazer
– School Hat
– Black Regulation “Clarks” lace up shoes
– School Backpack
– White Hair Accessories
– School Sport Bag (optional)
– Navy Overcoat (optional)
– Art Smock

YEARS 7-10

Summer Uniform  – Summer Dress x 3
– Short White Socks (minimum 4 pairs)

Winter Uniform  – Winter Tunic x 2
– Long Sleeved White Shirt x 4
– School Tie
– School Jumper
– Black Tights

YEARS 11-12

Summer & Winter Uniform
– Senior Skirt x 2
– Short Sleeved White Shirt x 4 – summer
– School Jumper
– Short White Socks Terms 1 & 4
– Black Tights Terms 2 & 3
Clothing

1. Clothing & Tidiness
   - All clothing must be hung up or put away tidily
   - Shoes and socks are to be put away neatly near the bed or in the bottom of the cupboard
   - The bed and room must be tidy at all times. Boarding Supervisors regularly inspect the rooms.

Labelling
   - All clothing MUST be named with laundry markers or label preferred. This is an essential requirement. Sheets and pillowcases must be labeled clearly.

Laundry
   - External contractors launder school uniforms twice per week. Linen and towels are also washed by the laundry once per week.
   - All items are collected before school and returned the same day. Blazers can sometimes take two days.
   - It is the responsibility of the girls to do their own personal laundry
   - The School has commercial washers and dryers for boarder use
   - Girls should purchase washing liquid and use the machines at an appropriate time
Contact during Term

1. **Family Contact with Boarders During Term**

   No calls may be taken by boarders after 9.00pm. If you feel that you need to call, a message will be taken by House Staff.

   It is essential for the emotional well-being of a boarder that constant communication be maintained with her family. Letters, emails, faxes and telephone calls are a significant sign of family concern and interest. Parents are encouraged to write to and telephone their daughters frequently. The girls may be phoned until 5.00pm each day, prior to the commencement of study, then after study from 8:30 till 9:00pm.

   For teenagers there are certain times of extra stress during the school year. As boarders grow and mature they learn to cope with stress, but the process is different for each girl. Parents need to be aware that at times such as examinations, an encouraging word from home can make all the difference. Parents may visit their daughters or take them out at any time outside school hours provided there is prior consultation with the Director of Boarding and that the girl's commitment to study and school activities is not interrupted.

2. **Mail / Newsletters**

   The correct address for Boarders' mail is:

   Boarder's Name
   Boarder’s Year Group
   Kincoppal – Rose Bay School
   Boarder’s Residence (Jackson, Woodward or Sheldon House)
   New South Head Road
   Rose Bay NSW 2029

   *Girls are encouraged to write regularly to parents, family and friends.*

3. **Parent Contact with Boarding Staff During Term**

   As a staff we are keenly aware that your daughter’s absence from the home environment brings an added dimension to the normal care, worries and concerns associated with being a parent.

   Parents are usually very adept at reading “between the lines” of a letter or telephone call. If you have any concerns about the well-being of your daughter, please feel free to contact the House Staff. In such cases, parents should not feel they are being over-protective or a “nuisance”. We welcome such enquiries and contact so that we can nurture your daughter and provide support where needed.
4. **Mobile Phones - Boarding House Policy**

Girls are permitted to have a mobile phone but there are restrictions. Our Mobile Phone Policy (see Page 40) aims to ensure the general well being of all of our boarders by allowing good conditions for study and sleep. We expect that parents and their daughters abide by some simple rules and that girls fully understand the issues associated with owning a mobile phone.

The Boarding House considers the monitored use of mobile phones a positive means of communication with family and friends. Boarders may use mobile phones in free time after school and in the evening. Girls must not use mobiles during study periods.

Parents may phone their daughters:

**Years 7-10**
- 3.15 to 5.00pm
- 8.30 to 9.00pm

All girls who bring a mobile phone to boarding will be asked to sign a contract. The understanding will be that they will have their phone confiscated if they breach any of the conditions in the contract. Key conditions include:

**Mobiles:**

- May not be used in study times and must be put away
- May not be used after lights out
- May not be taken to the Dining Room
- 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
- Must be locked away for the School day
- Staff must be provided with the boarder’s mobile number
- Girls may not use another boarder’s mobile inappropriately
- The chargers will be tested for electrical safety
- Boarding staff may confiscate mobile phones if girls misuse them
- Girls may not be in possession of more than one mobile

In addition Years 7 to 10 are required to hand in their mobile phone to staff before lights out each Sunday to Thursday. Mobiles must be turned off at this point. This will help ensure that all girls are quiet at night and that inappropriate use does not occur.

On Friday night until Sunday, boarders are to look after their own mobile. Breaches of mobile rules on weekends will result in girls having their mobile confiscated.

Parents of international boarders are asked to consider the time zone differences. There should be no calls to any girl in the Boarding House after 9.30pm. International boarders are not permitted to make calls to home late at night or before 7.00am. Special consideration will be given to individual girls when appropriate.
Any mobile phone used outside of the times allowed will be subject to the following consequences in all Houses:

**First Consequence:** removal of mobile phone for **TWO DAYS**

**Second Consequence:** Removal of mobile phone for **2 WEEKS**. Parents notified by the Head of House.

**Third Consequence:** Parents are rung by the Director of Boarding to discuss conditions of future use.

### 5. Telephone Calls to Boarding Houses

School and mobile phone use is restricted to the following times:

**Weekdays:**
- 3.15 to 5.00pm
- 8.30 to 9.00pm

No phone calls are to be made or received during meal times, study or after 9pm.

Phone messages will be accepted through boarding reception:

- Main School: 9388 6103
  - or
  - Jackson: 9388 6130

#### Main School Boarder House Phone numbers:

- Jackson House near lift: 02 9388 6115
- Woodward House Balcony: 02 9388 6116
- Woodward House South Wing: 02 9388 6117

#### Sheldon Boarder House Phone numbers:

- Level 1: 02 9388 6137
- Level 2: 02 9388 6136
- Level 3: 02 9388 6135
Boarding Authorisation Forms

Dear Parents,

A number of forms which are used in Boarding are included with this booklet and can be found on the Parent portal.

It would be appreciated if you would complete the following and return to the School prior to the start of the school year:

1. **Confirmation of Request for Leave Form**
   **completed each weekend by parent or guardian only to grant permission for your daughter to leave the boarding school on a weekend.**

2. **Authorisation Form for Recreational Passes by Year Group**
   **completed at the beginning of each year**

3. **Boarding School Mobile Phone Agreement**
   **completed at the beginning of each year**

4. **Parent and Guardian Contact**
   **completed at the beginning of each year**

Yours sincerely,

Mrs Anne-Maree Bennett
Director of Boarding
KINCOPPAL-ROSE BAY BOARDING
-REQUEST FOR LEAVE FORM-

Main School  Fax: 9388 6101  Email: bsreception@krb.nsw.edu.au
Sheldon  Fax: 9388 6131  Email: sheldonreception@krb.nsw.edu.au

☐ Afternoon Leave Request (Submit 24hrs before)  ☐ Overnight Leave Request (Submit 24hrs before)
   3.20-8pm (Mon-Thurs)  (Mon-Thurs returning by 8am for school)
☐ Weekend Leave Request (Submit by 5pm Thursdays)  ☐ End of Term Leave Request
   3.20pm Fri – 8pm Sun or 8am Mon  (Submit 2 weeks before)

Parents are reminded that:

- Kincoppal-Rose Bay requires that hosts be 25 years of age or over.
- It is the parent's responsibility to have contacted the host and discussed the arrangements of leave.
- Once a student is in the care of the host (other than the parents) she may NOT go elsewhere, other
  than in their company.
- Under NSW law it is an offence for minors to drink alcohol.
- Boarders must return from Weekend Leave by 8pm on the night of return or by 8am on Monday
  morning.

*Complete all details by pressing the ‘tab’ to proceed to the next box.
*Save form/then send as an attachment with your email.

<table>
<thead>
<tr>
<th>BOARDERS NAME:</th>
<th>YEAR GROUP:</th>
</tr>
</thead>
</table>
My daughter/s will depart Kincoppal-Rose Bay to stay overnight with:

<table>
<thead>
<tr>
<th>Name of Host:</th>
<th>Relationship:</th>
</tr>
</thead>
</table>

Address:

Contact Numbers:  M:  H:

DEPARTURE TRAVEL DETAILS:
Mode:  Day:  Date: (dd/mm/yy)  Time of Departure:

RETURN TRAVEL DETAILS:
Mode:  Day:  Date: (dd/mm/yy)  Time of Return:

Other Details:

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date:
Authorisation for Recreational Passes Year 7

Boarder Name__________________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

OUTINGS

Please circle yes or no in the table below.

<table>
<thead>
<tr>
<th>OUTINGS</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops in the company of 1 other and take a mobile phone. (In Term 1 girls must go in threes and take a mobile), for up to 2 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone. (In Term 1 girls must go in threes and take a mobile), for up to 1.5 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend School organised activities (including: sport, debating, school dances) in buses, public transport or by other parents. Note all parents driving boarders, other than their own child, to school activities must sign a Prohibited Employment Declaration Form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the Director of Boarding. For students in Yrs 7-10, appointments will be made within school hours where possible (8am-2.30pm). The girls must not travel alone; they must go with an escort. School Accounts will be debited for travel expenses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School Account for Boarding School In Day and Weekend Activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise excursions arranged by the Day School. At times this may involve charging the costs to your school account.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.

2. I understand that my outings on Sundays and weekends must be strictly in accordance with my parents’ written authority to the School.

3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature ____________________________ Date ___/___/____

Parent’s signature ____________________________ Date ___/___/____
Authorisation for Recreational Passes Year 8

Boarder Name __________________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

OUTINGS Please circle yes or no in the table below.

<table>
<thead>
<tr>
<th>Outing</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops in the company of 1 other and take a mobile phone, for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone, for up to 1.5 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with two others (with mobile phone) Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to North Rose Bay shops in the company of 1 other and take a mobile phone, for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Bondi Junction on a 5 hour pass with three others; weekends only. (Must return by 4pm and travel only on the 386 bus)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend School organised activities (including: sport, debating, school dances) in buses, public transport or by other parents. Note all parents driving boarders, other than their own child, to school activities must sign a Prohibited Employment Declaration Form.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the Director of Boarding. For students in Yrs 7-10, appointments will be made within school hours where possible (8am-2.30pm). The girls must not travel alone; they must go with an escort. School Accounts will be debited for travel expenses.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School Account for Boarding School In Day and Weekend Activities.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise excursions arranged by the Day School. At times this may involve charging the costs to your school account.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.

2. I understand that my outings on Sundays and weekends must be strictly in accordance with my parents' written authority to the School.

3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature __________________________ Date __/__/___

Parent’s signature __________________________ Date __/__/___
Authorisation for Recreational Passes Year 9

Boarder Name____________________________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

OUTINGS Please circle yes or no in the table below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops in the company of 1 other and take a mobile phone for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with two others (with mobile phone) Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone, for up to 1.5 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to North Rose Bay shops in the company of 1 other and take a mobile phone, for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay; Saturday – Sunday (once per weekend) with one other and take a mobile phone.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Bondi Junction on a 5 hour pass with one other; weekends only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to the City on a 5 hour pass with one other (including a Year 11 or 12 Boarder); weekends only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend School organised activities (including: sport, debating, school dances) in buses, public transport or by other parents. Note all parents driving boarders, other than their own child, to school activities must sign a Prohibited Employment Declaration Form.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the Director of Boarding. For students in Yrs 7-10, appointments will be made within school hours where possible (8am-2.30pm). The girls must not travel alone; they must go with an escort. School Accounts will be debited for travel expenses.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School Account for Boarding School In Day and Weekend Activities.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise excursions arranged by the Day School. At times this may involve charging the costs to your school account.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.
2. I understand that my outings must be strictly in accordance with my parents’ written authority to the School.
3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature ________________________________ Date ____/____/____

Parent’s signature ________________________________ Date ____/____/____
Authorisation for Recreational Passes Year 10

Boarder Name ________________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

<table>
<thead>
<tr>
<th>OUTINGS</th>
<th>Please circle yes or no in the table below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops and take a mobile phone for up to 2 hours.</td>
<td>Yes  No</td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with one other (with mobile phone)</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td></td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone,</td>
<td>Yes  No</td>
</tr>
<tr>
<td>for up to 1.5 hours.</td>
<td></td>
</tr>
<tr>
<td>To go to North Rose Bay shops and take a mobile phone, for up to 2</td>
<td>Yes  No</td>
</tr>
<tr>
<td>hours.</td>
<td></td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay with one other and take a mobile</td>
<td>Yes  No</td>
</tr>
<tr>
<td>phone up to 2 hours.</td>
<td></td>
</tr>
<tr>
<td>To go to the City or Bondi Junction on a 5 hour pass with one other</td>
<td>Yes  No</td>
</tr>
<tr>
<td>(and take mobile phone); weekends only.</td>
<td></td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile);</td>
<td>Yes  No</td>
</tr>
<tr>
<td>weekends only.</td>
<td></td>
</tr>
<tr>
<td>To attend School organised activities (including: sporting activities,</td>
<td>Yes  No</td>
</tr>
<tr>
<td>debating, school dances) in buses, public transport or by other</td>
<td></td>
</tr>
<tr>
<td>parents. Note all parents driving boarders, other than their own</td>
<td></td>
</tr>
<tr>
<td>child, to school activities must sign a Prohibited Employment</td>
<td></td>
</tr>
<tr>
<td>Declaration Form.</td>
<td></td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Director of Boarding. For students in Yrs 7-10, appointments will</td>
<td></td>
</tr>
<tr>
<td>be made within school hours where possible (8am-2.30pm). The girls</td>
<td></td>
</tr>
<tr>
<td>must not travel alone; they must go with an escort. School</td>
<td></td>
</tr>
<tr>
<td>Accounts will be debited for travel expenses.</td>
<td></td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Account for Boarding School In Day and Weekend Activities.</td>
<td></td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise</td>
<td>Yes  No</td>
</tr>
<tr>
<td>excursions arranged by the Day School. At times this may involve</td>
<td></td>
</tr>
<tr>
<td>charging the costs to your school account.</td>
<td></td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.

2. I understand that my outings must be strictly in accordance with my parents’ written authority to the School.

3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature ________________________ Date ___/___/____

Parent’s signature ________________________ Date ___/___/____
Authorisation for Recreational Passes Year 11

Boarder Name ______________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

OUTINGS Please circle yes or no in the table below.

<table>
<thead>
<tr>
<th>Outing</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with one other (with mobile phone) Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone, for up to 1.5 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to North Rose Bay shops and take a mobile phone, for up to 2 hours.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay with one other and take a mobile phone up to 2 hours weekdays (5 hours weekends).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To take a Dinner Pass with 2 others (with mobile phone) Friday-Saturday leave by 5:30pm and return by 9:30pm.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To go to the City or Bondi Junction on a 5 hour pass with one other (and take mobile phone); weekends only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile); weekends only.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend School organised activities (including: sporting activities, debating, school dances) in buses, public transport or by other parents. Note all parents driving boarders, other than their own child, to school activities must sign a Prohibited Employment Declaration Form.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the Director of Boarding. These appointments will, where possible, be made outside school class time. The girls must not travel alone but with a companion. School Accounts will be debited for travel expenses.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School Account for Boarding School In Day and Weekend Activities.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise excursions arranged by the Day School. At times this may involve charging the costs to your school account.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.

2. I understand that my outings must be strictly in accordance with my parents’ written authority to the School.

3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature ___________________________ Date ___/___/___

Parent’s signature ___________________________ Date ___/___/___
Authorisation for Recreational Passes Year 12

Boarder Name______________________

This form indicates the outings permitted, however, you may wish to restrict the choice. For a full explanation of these outings please refer to the Leave Policy.

<table>
<thead>
<tr>
<th>OUTINGS</th>
<th>Please circle yes or no in the table below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To go to Rose Bay shops for up to 2 hours.</td>
<td>Yes</td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with one other (with mobile phone) Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone, for up to 1.5 hours.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to North Rose Bay shops and take a mobile phone, for up to 2 hours.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay with one other and take a mobile phone up to 2 hours weekdays.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay and take a mobile phone up to 5 hours weekends.</td>
<td>Yes</td>
</tr>
<tr>
<td>To take a Dinner Pass with 1 other (with mobile phone) Friday-Saturday leave by 5:30pm and return by 9:30pm.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to the City on a 5 hour pass with one other (and take mobile phone); weekends only.</td>
<td>Yes</td>
</tr>
<tr>
<td>To go to Bondi Junction on a 5 hour pass (and take mobile phone); weekends only.</td>
<td>Yes</td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile); weekends only.</td>
<td>Yes</td>
</tr>
<tr>
<td>To attend School organised activities (including: sporting activities, debating, school dances) in buses, public transport or by other parents. Note all parents driving boarders, other than their own child, to school activities must sign a Prohibited Employment Declaration Form.</td>
<td>Yes</td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the Director of Boarding. These appointments will, where possible, be made outside school class time. The girls should not travel alone but with a companion. School Accounts will be debited for travel expenses.</td>
<td>Yes</td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School Account for Boarding School In Day and Weekend Activities.</td>
<td>Yes</td>
</tr>
<tr>
<td>To allow the Head of House or Director of Boarding to authorise excursions arranged by the Day School. At times this may involve charging the costs to your school account.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

AGREEMENT BY BOARDER

1. I understand my responsibility to use any outing permission requested above for the purpose stated.

2. I understand that my outings must be strictly in accordance with my parents' written authority to the School.

3. Should I ever breach the trust of the School by misusing any outing, I will automatically lose the above permission for a time specified by the Director of Boarding.

Boarder’s signature ___________________________ Date __/__/___

Parent’s signature ___________________________ Date __/__/___
Boarding School Mobile Phone Contract

Boarder Name: ____________________________

1. The Boarding School considers the controlled use of mobile phones a positive means of communication with family and friends.

2. When considering a phone for a student, families and guardians should consider the type of phone appropriate to a boarding school environment. Phone use must support the goals of the community and protect privacy:
   - Phones with internet and email access are inappropriate
   - Phones with cameras are inappropriate
   - Phones with unlimited call plans are inappropriate
   - Expensive phones that cannot be properly secured are inappropriate.

3. All girls who bring a mobile phone to boarding will be asked to sign a contract. The understanding will be that they will have their phone confiscated if they breach any of the conditions in the contract. Key conditions include:
   - Mobiles may not be used in study times
   - Mobiles may not be used after lights out
   - Mobiles may not be taken into the Dining Room
   - Mobiles may not be used to bully another Girl
   - Mobiles may not be used if they breach the privacy of another student
   - Mobiles may not be used for inappropriate email or internet use
   - The understanding that their charger will be tested for safety
   - The understanding that their mobile phone may be confiscated by the staff
   - Years 7 – 10 will be asked to put their mobile phone in a secure named box before lights out each night.

   Any mobile phone use that breaches these conditions will be subject to the following consequences:
   - First Consequence: removal of mobile phone for TWO days, parents notified by daughter
   - Second Consequence: removal of the phone for TWO weeks, parent rung by the Director of Boarding
   - Third Consequence: parents are rung by the Director of Boarding to discuss conditions of use for the future.

4. Mobile phones are to be used responsibly at all times. They may not be taken to school and they should remain locked in their cupboard or room.

5. Parents are asked to consider time zone differences and boarding study and sleep times. There should be no calls to the Boarding School to any student after 9pm. Girls are not permitted to make calls home late at night or before 7am. Special consideration will be given to individual girls when appropriate.

I have read and understand the Mobile Phone Policy.

Boarder’s signature ____________________________ Date __/__/____

Parent’s signature ____________________________ Date __/__/____

Mobile Number of Boarder ________________ Make and Model ________________

Serial Number ____________________________ SIM Card Number
Parent and Guardian Contact 20

Please fill out a separate form for each girl. New forms must be completed every year.

BOARDER NAME: ________________________ YEAR GROUP ____

Parent (1) Name ____________________________________________
Home Landline ____________________________________________
Work Landline ____________________________________________
Mobile __________________________________________________
Fax ______________________________________________________
Email _____________________________________________________

Parent (2) Name ____________________________________________
Home Landline ____________________________________________
Work Landline ____________________________________________
Mobile __________________________________________________
Fax ______________________________________________________
Email _____________________________________________________

We would like letters from the Boarding House to also be sent via email YES / NO

Guardian - Please complete if a boarder is not living with her parent/s or if parent/s may spend considerable time overseas. Guardians must be over the age of 25, and are expected to meet with the Director of Boarding each term.

Name ___________________________________________________
Address _________________________________________________
Home Landline __________________________________________
Work Landline __________________________________________
Mobile _________________________________________________
Fax ____________________________________________________
Email ___________________________________________________

Letters from the Boarding House should also be sent to the guardian via email YES / NO

Parent Signature __________________________________________

Parent Name _____________________________________________ Date ___/___/___