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From the Director of Boarding

Dear Parents and Students,

A warm welcome to boarding at Kincoppal-Rose Bay School of the Sacred Heart. With your help and enthusiasm, we will do everything we can to make your stay happy and rewarding.

It is a privilege to accept the trust that you have placed in us. Each student is precious, and we will strive to make each one feel safe, comfortable and happy, while gaining the most from their schooling.

Boarding is a unique opportunity to learn about caring for one another and for discovering and celebrating the many diverse gifts each student brings to our boarding community. We encourage each student to develop in herself qualities of consideration and respect for others, good manners, cooperation and 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 their 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 all students will accept the responsibility of developing their talents and contribute to building a strong boarding community at Kincoppal-Rose Bay School of the Sacred Heart.

Regards

Jill Miller
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 students 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 students 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 student 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

Boarding Reception 61 2 9388 6103
Director of Boarding 61 2 9388 6100
Boarding House Fax 61 2 9388 6101
School Nurse 61 2 9388 6042

Main School Student Phones

Level 5 (rooms) 61 2 9388 6114
Level 4 (balcony) 61 2 9388 6116
Level 4 (hall) 61 2 9388 6117
Level 5 (lift) 61 2 9388 6115

Sheldon House

Sheldon Office 61 2 9388 6130
Sheldon Fax 61 2 9388 6131

Sheldon Student Phones

Level 1 61 2 9388 6137
Level 2 61 2 9388 6136
Level 3 61 2 9388 6135

Senior School

Senior School Reception 61 2 9388 6000
Senior School Student Reception 61 2 9388 6023
Senior School Counsellor 61 2 9388 6027

Website: 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 students 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 students manage the demands of their final year.

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

The refurbishment of Jackson and Woodward Houses has resulted in a beautiful residence for the boarders. The girls have access to large spacious rooms that enjoy a beautiful vista of the Harbour. Reverse cycle air conditioning, wireless connectivity and new furniture make this a very modern house in which the girls reside. Careful attention was paid to renovate within the existing architecture of the building and it has created a residence very much in keeping with the Sacred Heart ethos and heritage.

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 students 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 students 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 than those 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 we live, at a time in their life when they are cementing 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 students from all backgrounds
- All boarders support the Boarding House by fully participating in its activities and the wider opportunities the School offers
- Respect difference and take opportunities to understand each other
- Justice and respect in relation to individual differences form the basis of good relationships
- Work together to promote integration and foster goodwill
- Attend Mass each weekend.
Preparing for the Commencement of Boarding

For many new boarders, going to Boarding House 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 and 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 Nursing 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 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 positively, direction from staff
- Be respectful and honest in communications with staff
- Communicate with staff on leave arrangements, holiday arrangements and maintain sensible usage of email, mobile phones and the Internet
- 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 Students

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, sanitary pads etc.

Other Clothing (Civvies)

- 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 student’s full name or written in laundry pen with student’s full name.
ADDITIONAL REQUIREMENTS (Please read carefully)

STUDENTS 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>Tea Towels</td>
<td>2 tea towels at the beginning of the year. To be replaced as required.</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.</td>
</tr>
<tr>
<td></td>
<td>Also a knife, fork and spoon (for common room use)</td>
</tr>
<tr>
<td></td>
<td>1 x drink container</td>
</tr>
<tr>
<td></td>
<td>1 x lock for School Locker</td>
</tr>
<tr>
<td>Fans</td>
<td>A small fan no larger than 25cm in diameter may be brought in for use.</td>
</tr>
<tr>
<td>Heaters</td>
<td>Heaters must not be brought in. Please ensure that warm clothing and warm footwear are brought in for winter.</td>
</tr>
<tr>
<td>Lamps</td>
<td>Study lamps are provided.</td>
</tr>
<tr>
<td>Electric Blankets</td>
<td>Electric blankets MUST NOT be brought to the Boarding Houses.</td>
</tr>
<tr>
<td>Marking</td>
<td>Please mark all linen and clothing with student’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 to ensure that when the laundry is returned it is easy to distribute it to the correct room. Mark clothes and socks along the top where the name can be seen. This is necessary even though students 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. Students 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, students are requested to finish washing and drying promptly to avoid disharmony among students. 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 student’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.</td>
</tr>
<tr>
<td>School Items</td>
<td>A selection of pens and pencils</td>
</tr>
<tr>
<td></td>
<td>A ream of A4 paper for computer use</td>
</tr>
<tr>
<td></td>
<td>Lined paper or exercise books</td>
</tr>
<tr>
<td>Access to Money</td>
<td>Students need access to money via Bank or Key Card. (For further information refer to section on POCKET MONEY)</td>
</tr>
</tbody>
</table>

STUDENTS 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>Refrigerators</td>
<td>Bar and small refrigerators MUST NOT be brought into the Boarding House</td>
</tr>
<tr>
<td>Electrical Games</td>
<td>This includes items such as Play Stations, Nintendo DS etc</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 secondary section policy in the School Diary regarding jewellery states that students 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 policy also applies to the Boarding Houses.

   We believe that it is in the girls' best interest to maintain the current standards. Students will not be permitted to wear earrings/studs anywhere other than in their ears. Facial piercing in lips, tongues, noses and eyebrows are 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 of checking clothing that students 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 socials and similar occasions.

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

9. **VISITORS**: Students 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 student’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 student behaviour by ensuring, at the beginning of each year, boarders 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.
## 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>• Common Room duties</td>
</tr>
</tbody>
</table>
| Not completing Boarding House Duties | • Boarding House community service  
• Interview with the Head of House |
| Not maintaining a tidy room | • Required to clean room immediately  
• Not permitted to participate in any activities or leave |
| Not taking responsibility for laundry | • Laundry duties extra duties |
| Disruptive during study periods | • Asked to leave the study area  
• Boarding House community service |
| Bad manners in the Dining Room | • Asked to leave the Dining Room  
• Dining Room duties |
| Missing meals | • Leave privileges removed |
| Failing to attend Boarding House events (e.g. meetings, Boarders’ Mass) | • Leave privileges removed |
| Disrespectful towards staff or others (e.g. uncooperative behaviour) | • Boarding House community service |
| Inappropriate language | • Boarding House community service |
| Bullying behaviours | • See the Positive Peer Relations – Anti-Bullying Policy |
| Misusing mobile phone or public telephone privileges | • 1\textsuperscript{st} incident: Phone confiscated/banned for two days  
• 2\textsuperscript{nd} incident: Phone confiscated/banned for two weeks  
• 3\textsuperscript{rd} incident: Phone is sent home |
| Late return from Leave | • Leave privileges removed for one week |
| Damaging Boarding House property or the property of others | • Boarding House community service |
## 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 | This behaviour may warrant 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.
4. **Clothing & Tidiness**

- All clothing MUST be named with laundry markers (Large font and bold) or label preferred. This is an essential requirement.
- 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 items of clothing must be clearly labelled. Actual labels are preferred, but names written with laundry markers is also acceptable. Sheets and pillowcases must be labelled 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.
- It is the responsibility of the student to do the rest of her own personal laundry.
- The School has commercial washers and dryers for student use.
- Students should purchase washing liquid and use the machines at an appropriate time.
- It is essential to attach name labels on all clothing and linen.

5. **Computer Use**

Students use their School laptops for research and checking of emails which can also be accessed remotely by the web. Students are provided with their own individual email address and login.

Students are not allowed to access inappropriate sites with suspension being invoked if caught.

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

Restricted internet hours will be sanctioned in the Boarding School to encourage responsible internet usage.
6. **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</td>
</tr>
<tr>
<td></td>
<td>Afternoon tea</td>
</tr>
<tr>
<td></td>
<td>Recreation time – girls may sign out on recreational passes</td>
</tr>
<tr>
<td>5.00pm – Dinner</td>
<td>Study 1:</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Dinner for Years 7, 8 &amp; 9</td>
</tr>
<tr>
<td>5.40pm</td>
<td>Dinner for Year 10</td>
</tr>
<tr>
<td>5.50pm</td>
<td>Dinner for Year 11</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Dinner for Year 12</td>
</tr>
<tr>
<td>6.00pm - 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>Lights out for Year 12</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>5.30pm – 6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.00pm – 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 Student 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>5.30pm – 6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.00pm – 10.30pm</td>
<td>Recreation time until lights out</td>
</tr>
<tr>
<td></td>
<td>(bed times same as Friday night)</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 Student 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>5.30pm – 6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.00pm – 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 evenings or Sunday morning. The program for each term is sent out in the term calendar before the commencement of each term.
7. **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. Students are expected to keep the noise level to a minimum and to leave their place at the table clean.
   - Paper serviettes are used at the table and are not to be removed from the dining room.
   - Hair must be tied back off the face in the dining room.
   - 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.

8. **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 - students must fill in the leave book and must also have parental permission.

9. **Family Contact with Boarders During Term**
   No calls may be taken by students 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 to telephone their daughters frequently. The students may be phoned until 6.45pm 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.

10. **Health Care**
    At the commencement of boarding, parents are required to complete a health form for their daughter. This helps 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.

    When necessary the School Nurse makes medical appointments for girls to attend a General Medical practice at Rose Bay. Taxis will be used to transport boarders to medical appointments; school accounts will be charged for such travel. Where possible the girls may travel on public transport to appointments with prior parental permission.

    It is useful if students 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 Centre hours. In an emergency
students are taken to the nearest hospital. Parents will be informed immediately. Students should register all prescribed and non-prescribed drugs with the School Nurse, who will monitor medication administration. It is useful for parents to establish an account with one of the chemists in Rose Bay.

**Dental and other appointments**

When making appointments please consider the distance from school and the ease by which students can travel there by public transport. Parents of younger boarders are encouraged to make arrangements with a friend to take the boarder to the dental appointment. Taxi bookings can be made, and charged to the School account. Older students should make appointments out of school time and travel by public transport to the appointment, usually with a friend.

11. **Homework Centre**

Boarders 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.

12. **Holiday Travel Bookings and Countrylink Bookings**

**School**

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. Boarders who reside in Sydney must attend school on the last day of each term.

**Transport Connections**

On **departing and returning** to the School after long weekends or term breaks, parents are expected to provide for taxi connections or make transport arrangements between airport, rail or bus terminals and the Boarding Houses. Eg. Groups of girls arriving by rail usually share a taxi back to school.

**Cabcharges**

When travelling mid-term, parents need to ensure that their daughters have money to pay for taxis. Cabcharges will only be given in extenuating circumstances.

**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. This pass must be carried with them and a replacement must be paid for if the card is lost or destroyed.

**CountryLink**

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 students 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:

- The Boarding Administration Assistant makes bookings for rural boarders to travel at the start and end of each term. Travel arrangements commence approximately a month prior to the end of term. CountryLink Travel Booking forms are emailed to parents/guardians each term. 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.
- Only two pieces of luggage per student, weighing less than 20kg and not exceeding 60cm height, 70cm length and 50cm in width may be carried on these special services. If there is an excessive amount of luggage to be transported, you will need to organise alternative travel arrangements. For example, bikes and surfboards will not be accepted.
- If girls wish to travel to alternate locations (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.
- Always cancel a ticket by the due date by contacting Boarding reception on: bsreception@krb.nsw.edu.au or fax 9388 6101 or telephone (02) 9388 6103 as it often allows for another student to have access to this vacancy. If cancellation is not received by the due date, it may result in payment.
- All other home travel is the responsibility of parents and guardians, and as such, arrangements should be organised by them.

International Students

International students must provide details of their flights home and returning flights at the beginning of each year. International students may not book flights that result in missing school days. Parents and guardians are to consider the most appropriate way for students to collect tickets and pay for them. Where possible, please avoid giving students large amounts of cash for this purpose.

13. Leave Arrangements and Policies

All leave from the Boarding House is authorised and at the discretion of the Director of Boarding.

To arrange and confirm Weekend Leave, parents and guardians should:

Email, fax or mail the Boarding House Reception by 5pm Thursday of each week. Ensure any unusual requests are directed to the Director of Boarding well in advance of leave being taken.

- It is School Policy that students are ready to start each term on time and for this reason, boarders are required to return to School by 8.00pm on the evening before term commences.
- Boarders are not permitted to leave before the end of the School Term.

It is important to emphasise that the whole process of allowing your daughter leave from our boarding community involves trust. The Boarding Staff trust the boarders in their care to supply them with accurate information about leave and they are expected to do exactly what has been approved while on leave.

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.
If there are any concerns about leave arrangements, your daughter will not be permitted to go out on leave until all concerns are resolved.

14. 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

Students are encouraged to write regularly to parents, family and friends.

15. Mass

Mass is held at:

- Term 1 & 4: 6.00pm Sunday
- Term 2 & 3: 10am Sunday

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.

16. Mentors

All new boarding students 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.

17. Mobile Phones - Boarding House Policy

Students are permitted to have a mobile phone but there are restrictions. Our Mobile Phone Policy aims to ensure the general well being of all of our students by allowing good conditions for study and sleep. We expect that parents and students abide by some simple rules and that students 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. Students must not use mobiles during study periods.

Parents may phone their daughters:

Years 7-10
3.10pm - 5.00pm
6.00pm - 7:00pm
8.30pm - 9pm

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
• Students may not use another student’s mobile inappropriately
• The chargers will be tested for electrical safety
• The understanding that boarding staff may confiscate their mobile phone
• Students 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 students are quiet at night and that inappropriate use does not occur.

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

Parents of international students are asked to consider the time zone differences. There should be no calls to any student in the Boarding House after 9.30pm. International students are not permitted to make calls to home late at night or before 7.00am. Special consideration will be given to individual students when appropriate.

**If a student has a mobile phone they must be responsible for it and use it properly in a community setting. Parents and guardians are asked to support the Boarding House staff on this issue.**

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.

18. **Nut Aware Policy**

The School recognises that nuts and nut products should not be consumed in the Boarding House, as a number of students 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.

19. **Overnight and Weekend Leave**

**Rationale**

The leave arrangements as outlined below aim to balance the security and safety of the boarders as well as allowing for age appropriate freedoms. Weekend leave is not encouraged prior to School examination times except when the leave is intended to facilitate study preparation.

All leave from the Boarding House is authorized by the Director of Boarding and relies on trust that boarders go to their nominated destination and that their hosts, as arranged with their Head
of House, and/or the Boarding Supervisor on duty, will be in attendance. Girls are reminded about the goals of the School and their responsibilities in this area. **All leave is at the discretion of the Director of Boarding.**

There are two main categories of leave: Host Supervised Leave arrangements and Recreational Leave Passes (Short and Long Day Passes). A boarder’s leave arrangements are approved taking into account the following:

**Host Supervised Leave**

Students may take day or overnight exits from boarding with a parent, guardian or other suitable adult. Requests for Host Supervised leave are to be submitted in writing on the Leave Confirmation Request form no less than two days before the planned leave.

**Age of those in duty of care**

Students will be given permission to be overnight guests in homes where the host is over the age of 25 years. At all times the Director of Boarding has the discretionary approval over these arrangements. Prior to the initial overnight leave the host may be required to meet with the Director of Boarding if he/she is not known to the Director of Boarding.

**Time of return to the Boarding House**

All boarders are expected to return to the Boarding House by Sunday 8.00pm. If returning alone on public transport, boarders must return by 5pm. 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). The Director of Boarding may approve for a student to return to School by Monday 8am.

20. **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.

21. **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. Students will need approximately $100 - $200 per Term. We recommend that students carry no more than $20 at a time while in School.

22. **Recreational Leave Passes**

All boarders must sign out with boarding staff when planning to go on a recreational pass. When signing out boarders must identify where they are going. For Long Day Passes boarders must identify how they will travel to and fro, identify the bus routes to be used and departure/arrival times. Mobile phones must be taken on all recreational outings. All boarders on return from their Recreational Pass must sign in with boarding staff on duty. Boarders will only be permitted to attend recreational passes with parent or guardian approval. Forms outlining the year-appropriate leave destinations are completed by the parent or guardian at the commencement of boarding, and at the beginning of each School year thereafter.

**Week Day Recreational Passes: Monday to Friday inclusive**

During the week students will be permitted to go to Rose Bay shops for up to two hours; Year 10-12 may also go to Plumer Road and Double Bay for two hours. A one hour Exercise Pass is
available for students in Years 9 -12 who wish to go for a jog or walk in the mornings from 6:30am or after school (3-5pm). Exercise Passes are only permitted in identified local areas. During Terms 1 and 4, Years 10 -12 can go to Nielson Park. Years 10, 11 and 12 must go with one other to Nielson Park.

In the afternoon all students are required to be in the Boarding House by 5pm ready to start their evening study period.

Special weeknight passes will be authorised for boarders to go out with a parent or guardian. This should not be a regular occurrence and parents should seek approval before the event. Passes such as this would usually be issued for birthdays, special family occasions or a Sydney visit from a rural, interstate or international parent. Boarders are not allowed to go home with day students for dinner midweek.

Weekend Recreational Passes

Over the weekend, students may sign out for both Short Day and Long Day Passes as determined by their age and the type of activity. Passes are not permitted before Mass on a Sunday morning or in place of Mass on a Sunday night. Students may take up to two Long Day Passes over any given weekend. Short Day Passes may be taken more frequently but at the discretion of the Boarding Supervisors. Students may not combine passes and request to stay out all day.

Weekend leave outside these guidelines is at the discretion of the Director of Boarding. Parents and guardians are asked to support this Leave Policy by not requesting leave outside these guidelines. Parents and guardians are asked to support the Boarding Schools In-Weekends, when the expectation is that all boarders will take part in the planned activities.

Beach Leave: Boarders are not permitted to take beach leave. No boarder may have access to beaches while on a Recreational Leave Pass.
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 from</td>
<td>1 hour</td>
<td>No</td>
<td>In 2s</td>
<td>In 2s+ mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
<td>In 2s + mobile</td>
</tr>
<tr>
<td>6:30am and 3-5pm (keep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>to roadways only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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</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>leave by 3:30pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Rose Bay</td>
<td>2 hours (must</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>
<tr>
<td>leave by 3:30pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**All students 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 (Fri/Sat only) Leave by 5:30pm Return by 9:30pm</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>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>No</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 students to return by 5pm (unless special is permission granted)**
23. **Sport and Recreation**

There are many activities available to students. 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 students 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.

24. **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.

25. **Study Times**

<table>
<thead>
<tr>
<th></th>
<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 – 5.30pm</td>
<td>5pm – 5.30pm</td>
<td>5pm – 5.40pm</td>
<td>5pm – 5.50pm</td>
<td>5pm – 6pm</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>
<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>
<td>9pm – 11pm</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.

Study time on Sunday is 7.00pm to 8.00pm.

**House Staff will be moving around; hence bedroom doors are to be propped open.**
**Year 12s are allowed to have their doors closed.**

Year 11 and 12 students 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)**

If headphones are not used during study time the iPod/Player will be confiscated for one week for the first offence. If this rule is disregarded again the iPod/Player will be confiscated for the rest of the term.

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

26. **Term End and Commencement**

**END:**
When possible, boarders are expected to remain at School until the last day of term. It is not desirable for any student to miss exams or tests, which are often programmed at this time.

**COMMENCEMENT:**
Boarders return on the evening prior to term commencement.
Students returning from overseas or interstate are expected to be at the Boarding House before 8pm. After this time alternative arrangements must be made for overnight accommodation.

27. **Telephone Calls**

The phones may be used between the following times:

**Weekdays:**
- 3.15pm – 5.00pm
- 8:30pm – 9.00pm
  - after second study until 8:45pm.

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

Messages will be taken by the Boarding Supervisors.

**Weekends:** Flexi-time

*Parents can ring in on Student House phones* at the times outlined above or Boarding School Reception on (02) 9388 6103.
Student House Phone numbers:
Jackson House South Wing: 02 9388 6114
Jackson House near lift: 02 9388 6115
Woodward House Balcony: 02 9388 6116
Woodward House South Wing: 02 9388 6117

Calls on the school phones are to be short so that others may use the phone. At all times consideration for others is important for happy living in a community environment.

28. Times for Meals

<table>
<thead>
<tr>
<th></th>
<th>Weekdays (Mon - Thurs)</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising Signal</td>
<td>6.45am</td>
<td>8.00am</td>
<td>8.30am</td>
</tr>
<tr>
<td>Breakfast</td>
<td>6.45am – 7.45am</td>
<td>8am – 9am</td>
<td>9am – 9.30am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.20pm – daily</td>
<td>12.30pm</td>
<td>12.30pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>5.30 – 6:15pm</td>
<td>5.30pm</td>
<td>5.30pm</td>
</tr>
</tbody>
</table>

Every student 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.

29. 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>Mon - Thurs</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
<td>9.30pm</td>
<td>9.15pm</td>
</tr>
<tr>
<td></td>
<td>Boarding Supervisors discretion</td>
<td>10.30pm</td>
<td>10pm</td>
<td>9.30pm</td>
<td>9.15pm</td>
</tr>
<tr>
<td>Fri</td>
<td>11pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
</tr>
<tr>
<td>Sat</td>
<td>11pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
</tr>
<tr>
<td></td>
<td>Boarding Supervisors discretion</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10.30pm</td>
<td>10pm</td>
</tr>
<tr>
<td>Sun</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 student’s choice. Showers can be taken at any reasonable time but not before 6.30am or after 9.30pm.

We encourage the conservation of water hence girls’ are urged to have quick showers.
30. 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 do contact your daughter’s teachers before making this decision.

31. Uniform
All uniform requirements are available from the School Shop which is situated on site.
Phone: (02) 9388 6046. Uniform Office Hours: Tuesday and Friday 8am-3.50pm

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
32. Visiting and Visitors

As with any teenage girls, boarders want to visit people outside the School or have people visit them at the School on weekends. We encourage you to see these activities as opportunities for your daughter to develop social skills, maintain family contacts or perhaps make good friends. It is important that parents continue to see themselves as responsible for their daughters in this aspect of their life at Kincoppal-Rose Bay. Parents need to be aware of incoming visitors as well as knowing the details concerning their daughter’s visits outside the School - transport arrangements, suitability of places to be visited, the type of adult supervision provided, behaviour standards expected and the trust being extended to them.

The School and House staff help parents to carry out these responsibilities by developing rules and guidelines to apply to all students and by providing information for parents to help them in making their decisions. The School rules have been developed for the well being and safety of each girl and are necessary in caring for a large group of students.

**LEAVE OR OUTINGS MAY TAKE PLACE WITH PERMISSION OF THE AUTHORISED PEOPLE ONLY – ie. the name of the ‘Host’ that is filled out on the Leave Confirmation form.**

**Saturday Outings:** Boarders must return by 5.00pm.

**Sunday Outings:** 9.00am - 6.00pm, as bedtime is at 9.00pm for all students. If this is not possible a telephone call must be made to the Director of Boarding or the Boarding Supervisor.

All regulations in this handbook are to be adhered to by every girl. If the Boarding Supervisor on duty wishes to waive these rules on certain occasions it is her privilege to do so in consultation with the Director of Boarding.
Rules Regarding Leave or Outings

- Weekend Requests: Weekend request forms are to be received by Main School or Sheldon House by **5pm on Thursdays**. These forms can be emailed or faxed through to the below addresses.

- Holiday requests: Holiday request forms are required at least a week before school end date. The Boarding Administration Assistant will be in touch each term with the leave form deadline.

  **Email:**
  - Main School: bsreception@krb.nsw.edu.au
  - Sheldon House: sheldonreception@krb.nsw.edu.au

  **Fax:**
  - Main School: (02) 9388 6101
  - Sheldon House: (02) 9388 6131

- External visits can only be with an adult authorised by parents. (For this purpose “adult” is classified as a person over the age of 25 unless parents have made special arrangements in writing with the Director of Boarding).

- In situations where parents have authorised students to travel by bus, the adult host must ring Boarding (Ph. 9291 8222) to confirm the safe arrival of the boarder.

- If a day scholar invites a boarder to go out, their parents must contact the parents of the boarder and the Director of Boarding. The boarder’s parents must give permission in writing to the Boarding Supervisor. The day girl’s parents must pick up the boarder and sign the leave book unless special permission is obtained.

The Boarding School is responsible for boarders while they are boarding. It is essential that Boarding Supervisors know where each boarder is and whom they are with at all times. It is essential that parents and the Boarding Supervisors know where to contact boarders in an emergency. This is a requirement.
Dear Parents,

A number of forms which are used in Boarding are included with this booklet.

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,

Jill Miller
Director of Boarding
CONFIRMATION OF REQUEST FOR LEAVE
KINCOPPAL-ROSE BAY BOARDING HOUSE

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

This request should be sent by mail, fax, e-mail, or hand delivered to the Boarding House Administrative Assistant, to arrive no later than **5pm on the Thursday** prior to the occasion for which the Leave is required. A separate form is required for each Leave.

In forwarding this request parents/guardians acknowledge that they have been in contact with the host nominated and both parties are in agreement with the arrangements below. This request is for a student to go directly into the care of her host. Permission for Host Supervised Leave remains in the hands of the Director of Boarding.

**Parents are reminded that:**
- Kincoppal-Rose Bay requires that hosts be 25 years of age or over.
- Once a student is in the care of the host (other than her 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 Sunday 8 pm or by 8am Monday morning.

### BOARDER AND HOST INFORMATION

<table>
<thead>
<tr>
<th>Name of Boarder:</th>
<th>Host name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to student:</td>
<td>Host address:</td>
</tr>
<tr>
<td>Host home phone:</td>
<td>Host mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure details</th>
<th>Arrival details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day:</td>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Method of travel:</td>
<td>With:</td>
</tr>
</tbody>
</table>

**Parent/Guardian**

| Name: | Signature: | Date: |

**OFFICE USE ONLY**

| RECEIVED | APPROVED |
Authorisation for Recreational Passes Year 7

Student 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

<table>
<thead>
<tr>
<th></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. These appointments will, where possible, be made outside school class time. 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 STUDENT**

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.

Student’s signature ___________________________ Date __/__/__

Parent’s signature ___________________________ Date __/__/__
Authorisation for Recreational Passes Year 8

Student 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></td>
<td></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></td>
<td></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></td>
<td></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></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. These appointments will, where possible, be made outside school class time. 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 STUDENT

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.

Student’s signature ___________________________ Date __ / __ / ___

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

Student 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></td>
<td></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. These appointments will, where possible, be made outside school class time. The girls must not travel alone; they must go 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 STUDENT

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.

Student’s signature ________________________________ Date ___/___/____

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

**Student 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) Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td>Yes 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 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 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</td>
<td>Yes 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 No</td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile); weekends only.</td>
<td>Yes 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 <strong>Prohibited Employment Declaration Form</strong>.</td>
<td>Yes 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; they must go with an escort. School Accounts will be debited for travel expenses.</td>
<td>Yes 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 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 No</td>
</tr>
</tbody>
</table>

### AGREEMENT BY STUDENT

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.

Student’s signature ____________________________ Date ___ / ___ / ___

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

Student 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 for up to 2 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To take a 1 hour Exercise Pass with one other (with mobile phone)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday-Friday 6:30am-8am or 3-5pm, in specified local areas only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To go to Lyne Park in the company of 1 other and take a mobile phone,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for up to 1.5 hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To go to North Rose Bay shops and take a mobile phone, for up to 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay with one other and take a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mobile phone up to 2 hours weekdays (5 hours weekends).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To take a Dinner Pass with 2 others (with mobile phone)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday-Saturday leave by 5:30pm and return by 9:30pm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To go to the City or Bondi Junction on a 5 hour pass with one other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(and take mobile phone); weekends only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>weekends only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend School organised activities (including: sporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>activities, debating, school dances) in buses, public transport or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by other parents. Note all parents driving boarders, other than their</td>
<td></td>
<td></td>
</tr>
<tr>
<td>own child, to school activities must sign a Prohibited Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declaration Form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend health appointments as arranged by the School Nurse or the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Boarding. These appointments will, where possible, be</td>
<td></td>
<td></td>
</tr>
<tr>
<td>made outside school class time. The girls must not travel alone;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>they must go with an escort. School Accounts will be debited for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>travel expenses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To allow the Director of Boarding to authorise charges to your School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>excursions arranged by the Day School. At times this may involve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>charging the costs to your school account.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AGREEMENT BY STUDENT

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.

Student’s signature ________________________________ Date ____ / ____ / ____

Parent’s signature ________________________________ Date ____ / ____ / ____
Authorisation for Recreational Passes Year 12

Student 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 Description</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></td>
<td></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></td>
<td></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></td>
<td></td>
</tr>
<tr>
<td>To go to North Rose Bay shops and take a mobile phone, for up to 2 hours.</td>
<td></td>
<td></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></td>
<td></td>
</tr>
<tr>
<td>To go to Plumer Road and Double Bay and take a mobile phone up to 5 hours weekends.</td>
<td></td>
<td></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></td>
<td></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></td>
<td></td>
</tr>
<tr>
<td>To go to Bondi Junction on a 5 hour pass (and take mobile phone); weekends only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To attend Local sport matches with 1 other (and take a mobile); weekends only.</td>
<td></td>
<td></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></td>
<td></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; 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 STUDENT

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.

Student’s signature ___________________________________________ Date ___/___/___

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

Student 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 student
   - 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 pocket 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 with students 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. Students are not permitted to make calls home late at night or before 7am. Special consideration will be given to individual students when appropriate.

I have read and understand the Mobile Phone Policy.

Student’s signature ____________________________ Date ___/___/___

Parent’s signature ____________________________ Date ___/___/___

Mobile Number __________________ Make and Model __________________

Serial Number __________________ SIM Card Number __________________
Parent and Guardian Contact 2013

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

**STUDENT NAME:** ___________________________ **STUDENT 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** ___/___/___