

boarding handbook

2023

It's not where you live.
It is how you live.

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contents

General _ _ _ _ _	3
Boarding house staffing _ _ _ _ _	3
Boarding house student leaders _ _ _ _ _	4
School policies _ _ _ _ _	4
Facilities _ _ _ _ _	4
Care _ _ _ _ _	5
Daily life _ _ _ _ _	7
Leave _ _ _ _ _	9
Boarding expectations _ _ _ _ _	11
General information _ _ _ _ _	12
Requisites _ _ _ _ _	14
Clothing, linen, mending and laundry _ _ _ _ _	14
Emergency organisation and procedures _ _ _ _ _	15

general

This handbook is designed to be a source of information about how Clarendon's boarding community functions. Detail is provided which we trust will help parents and students better understand boarding, thus assisting with a smooth transition into boarding life. We encourage you to keep this booklet readily accessible for future reference.

Parents are asked to ensure that enrolment is completed online and any relevant forms are returned to Clarendon prior to the beginning of the school year.

boarding house staffing

Each of the boarding houses is well staffed by Clarendon teachers and non-teaching staff from outside of the school.

The Head of Boys Boarding is Michael Searl and Head of Girls Boarding is Jess Macgowan. They are assisted by boarding mentors who share the role of Mentor-on-Duty (MoD) each day.

In conjunction with the Heads of Boarding, the Mentors on Duty (MoDs) are responsible for the running of the houses. They will be supported by rostered boarders who will be responsible for the organisation and implementation of the daily house routine.

Ballarat Clarendon College is committed to ensuring a child safe environment and culture. All boarding staff are trained and operate within the schools Child Safety Framework as outlined in the general schools policies and procedures.

Boarding House telephones

Each Head of Boarding has an answering machine where messages may be left. These will be attended to as soon as possible.

Boys

Michael Searl

0410 577 447

searl@clarendon.vic.edu.au

Mentor on Duty (MoD)

0439 689 102

Girls

Jess Magowan

0448 512 936

macgowanje@clarendon.vic.edu.au

Mentor on Duty (MoD)

0400 478 013

Communication

We ask that parents keep updated by visiting the school intranet site, connect@clarendon, and the Clarendon app. We also highly recommend 'liking' the Ballarat Clarendon College Facebook page for interesting news items posted regularly. The school website address is www.clarendon.vic.edu.au.

It is recommended that parents download the Ballarat Clarendon College phone app for all mobile devices to keep updated on school events. We also encourage parents and students to follow boarding@clarendon on Instragram. If you become aware that, for some reason, you are not receiving correspondence, please contact the appropriate Head of Boarding.

boarding house student leaders

Each year, representatives are elected to the House Leadership positions. The boarding leaders meet regularly with the Heads of Boarding to help facilitate the effective functioning of the boarding houses.

school policies

Both boarding houses are part of Ballarat Clarendon College community. Policies can be accessed via connect@clarendon.vic.edu.au or as printed in the Student Diary.

facilities

Accommodation

Boarders at Ballarat Clarendon College are accommodated in three areas:

- Girls (Years 7-8) in the front unit of Charles House, 1425 Sturt Street, Ballarat
- Girls (Years 9-10) in Dumbarton, 1425 Sturt Street, Ballarat
- Girls (Years 11-12) in Dumbarton and Charles House, 1425 Sturt Street, Ballarat
- Boys (Years 7-12) on the first floor of the main Clarendon building

A variety of accommodation styles exists, reflecting the changing social and academic needs of the various year levels.

For Years 7-10 in the Boys Boarding House, dormitory accommodation is provided along with wet areas, kitchen, lounge, and staff accommodation. Senior boys, Years 11 and 12, reside on the same level as the junior boys. Most senior boys have single rooms; however, some have double rooms.

In the Girls Boarding House, boarders in Years 7-8 are housed in the front unit of Charles House, with their own small rooms, common study area and lounge area. Girls in Years 9-10 are housed in Dumbarton, a stately residence which provides a homely environment to meet the particular needs of younger girls. Students in Years 11-12 have mainly spacious single rooms, which provide an enhanced study environment. Some senior girl boarders reside in double rooms.

Every boarder is provided with their own study desk, whiteboard, drawers, wardrobe space and bed.

Boarders must provide their own sheets, doonas, pillows, and pillowslips. Boarders are encouraged to bring photos and personal touches; however, they cannot attach anything to painted walls. A fan is recommended for the summer months.

All areas are inspected each morning and it is each boarder's responsibility to keep their personal space clean and tidy.

Please note that no student should enter the living space of another student unless they have the expressed permission of the occupant and the occupant is present. The property and privacy of all must be respected.

Common rooms

There are common rooms in each house providing areas for conversation, watching television, listening to music or reading. It is the individual's and/or group's responsibility to reset common areas each morning and before going to bed.

Kitchenettes

Each house also has kitchen space equipped with microwave, refrigerator, toaster and electric kettle. The Girls Boarding House also has an oven. Students may use the kitchens for preparing beverages, light snacks and supper. It is the individual's responsibility to wash utensils and clean up after themselves immediately after using the kitchen areas.

Technology access

To meet the challenges of the curriculum and to ensure work is of the highest standard, all boarders in Years 7- 8 have their own notebook computer. While existing students moving to the higher levels will have a computer, students entering Years 9-12 either purchase a computer or use the stand-alone machines provided in the school. To facilitate the use of this technology, printer access is available in each boarding house. It is highly recommended that all boarders have their own laptop and contact Clarendon's IT support staff to have it connected to the school network. Wifi is available within the houses for educational purposes.

Music practice areas

Boarders are encouraged to learn musical instruments and make use of the school's practice areas. Prior to 5pm, rooms are available in the Performing Arts Centre. At later times, students may request the use of common spaces within the houses or Café College.

care

Health services

Clarendon's Health Centre is located adjacent to the school at 14 Ajax Street and caters for both day student and boarder requirements. The opening hours are Monday to Friday between 8.30am and 3.30pm. Parents wishing to get in contact with the Health Centre can phone (03) 5330 8301 during office hours or email healthcentre@clarendon.vic.edu.au. The Health Centre staff are not available after hours. To improve the care of student health while in the boarding houses, the following guidelines have been implemented.

On the day of arrival to the Boarding house, all medications a student is taking should be in a labelled zip lock bag or container that must be clearly marked with the student's name. All medication must be supplied in the original packaging. Please check the expiry date(s).

This medication should be given to the Head of Boarding, along with the completion of the Medication Administration Consent form that can be found on Orah.

Students are not permitted to have medication in their rooms, unless it has been authorised by Clarendon's Health Centre staff. This includes Panadol, Nurofen, and cold and flu tablets. This is to avoid inappropriate self-administration and the possibility of the sharing of medication between students. The exceptions are asthma medication and medication associated with Allergy Action Plans – for example, Epipens.

Non-prescription medication can only be administered if consent has been given on the online enrolment form which must be updated annually by parents/guardians. Parents and guardians will be notified of administration via an Orah notification.

The student's medical details should be updated during the year via Orah, if there is any change or development in the student's medical condition/illness or if they commence any medication the relevant Head of Boarding should also be notified. Students requiring the use of inhalers are expected to carry them at all times, this also applies to Epipens for Anaphylaxis students. Any student who has moderate to severe asthma, diabetes, epilepsy, a heart condition, a severe allergy or a medical illness that may require specific treatment, will be required to meet with the Health Centre staff to develop an appropriate management plan.

If a boarder is required to see a doctor, the UFS Medical Centre on Windermere Street will be the practice of choice unless specified by a parent. Students in Years 7 and 8 will be accompanied to the appointment by a Clarendon staff member; students in Years 9-12 will be issued a cab-charge ticket and a taxi/uber will be organised as transport. Parents need to issue permission for their child to leave the school and attend the appointment. Please email the Health Centre or phone to give permission. If a boarder has an illness for which there will be a considerable recovery time, complete rest is needed or an illness that requires medical exclusion from school, it is the expectation that their parent or guardian will come and collect them on the day that they are made aware of their condition

If a boarder becomes unwell during the day they should report to the Health Centre for assessment. Please note that if a boarder is deemed to be unwell with a communicable disease they will need to be collected from the Health Centre within 2hrs. All boarders are expected to have an emergency contact able to pick them up within this time frame. This should be organized prior to students commencing at the school.

It is incredibly important that parents or their representatives act quickly when informed of the need to collect a student as there are implications for the health and wellbeing of the whole boarding community when a student who is unwell and potentially infectious remains within the school for any longer than is absolutely necessary.

Medicines and other pharmaceuticals may need to be purchased on behalf of a boarder by the Health Centre staff – for example, a script prescribed by the doctor. The cost will be debited to the student's account. This account is only for medication and not for other pharmacy items such as deodorant or cosmetics. The medication, when required by the student, will be administered by the Health Centre staff during the hours of operation and by the boarding house staff after hours and on weekends. In the event that a boarder requires hospital treatment, Clarendon staff will follow the hospital preference indicated by the parent in their enrolment, this will be dependent on availability and medical advice. Staff will make every effort to contact the parents to ascertain their facility preference. In the event the parents cannot be contacted, the student will be transported to the hospital most appropriate for the clinical condition. All costs, including ambulance transport and the emergency facility fee, will be the responsibility of the parent/guardian.

All boarders are strongly advised to have medical and ambulance insurance. Medicare details including card number, line number, and expiry date must be up to date and included in the online enrolment form, otherwise students will not be able to get medical assistance promptly.

Wellbeing and Student Support

All boarding students can access support through our school wellbeing staff, Dean Griffin and Kylie Fitzpatrick. Students can access wellbeing staff via email at any time or can visit directly. Their email addresses and office locations are displayed prominently in each of the houses. Students can also ask the nurses in the Health Centre to make an appointment with them.

Parents can contact the Wellbeing staff by either ringing through reception on 5330 8200 or on the following email addresses, but are encouraged to discuss any issues with the relevant boarding or day school staff prior to this if appropriate:

Wellbeing Email wellbeing@clarendon.vic.edu.au

Dean Griffin griffin@clarendon.vic.edu.au

Kylie Fitzpatrick fitzpatrickky@clarendon.vic.edu.au

daily life

In order for our boarding to operate effectively, it requires structure and this means complying with reasonable requests.

Morning Routine	
7.00-7.15am	Wake up
7.20-7.40am	GBH Breakfast in café.
7.40-8am	BBH Breakfast in café.
8.20am	Room inspections completed
8.20am	All students out of House & signed out to school

Afternoon Routine	Year 7 – 9	Year 10 - 12
3.20pm	Sign in with Mentor on Duty	
3.20-5.30pm	Personal Time	
5.30pm	Return to BH	
5.40-6.40pm	1st Prep (senior school) All year levels	
6.45-7.45pm	Dinner (café) BBH/GBH Dinner.	
7.45-8.45pm	Personal time/showers. Respectful of others. Year 9's – 2nd Prep till 8.20pm to finish off homework or get organised. Years 7 and 8: 8.45 - Phone out 9pm - Lights out	2nd Prep in house – doors open phones in storage area If you want to work collaboratively you should have completed all other homework and please be respectful of others working – Collaborative prep is only done in common areas – not individual bedrooms
8.45-9.30pm	Prep Break	
9.30-10pm	Year 9's 9.15pm - Own rooms. Prepare for bed, phone out by 9.15pm. 9.30 pm – Lights out Year 10's 9.45pm – Phones out 10pm – Lights out	Finishing up/Organsing time Year 11 and 12: 10:15pm – phones out 10.30pm – lights out

All students are required to hand in phones and/or any electronic devices prior to lights out. These are securely kept within the houses and students can collect their devices the next morning. It is expected that students remain in their own rooms after lights out, unless visiting the bathroom or the MoD.

Weekend Routines		
8.45-10am	Breakfast in-house.	Inspection of rooms by the MoD prior to any leave. All beds must be made and personal areas tidied.
12.30pm	Lunch – boarding houses closed 12.30-1.30pm for lunch.	Students are expected to attend all meals unless otherwise arranged. If missing a meal on weekends, parent and HoB permission is required. It is to be in Boardingware 24-hours prior to missing the meal. Out of courtesy, boarders who miss meals due to late notice are required to communicate this with Café College staff.
6pm	Dinner	
7-8.30pm	Street leave permitted	Any leave after 8.30pm must be through Orah and approved by parents and the HoB.
10pm	Year 7/8 Devices handed in and lights out	
10.30pm	Year 9 - 10 Devices handed in and lights out	
10.30pm	Year 11 Own rooms and lights out	
10.45pm	Year 12 Own rooms and lights out	

School Day – recess, lunch and afternoon tea provided from Café College

3.20pm	Boarding houses reopen
3.30-5.15pm	Sport, music commitments, free time, study in house or library. Street leave as per rules for the year level via Orah

At meal times, all members of the boarding community must be properly dressed in neat casual clothes (no bare feet, singlet tops, or hats) or correct school uniform and arrive punctually. Good manners are expected and noise must be at a normal talking level. Phones are not to be used during meal times.

Meals

All meals (breakfast, lunch and dinner) are served in a communal dining hall called Café College. The food is prepared in a commercial kitchen, staffed by professional chefs and their assistants. We are committed to students leading a healthy lifestyle, so every endeavor is made to ensure that all boarders receive a balanced diet, which is low-fat and where there is sufficient quantity for healthy appetites. There is regular consultation between the catering staff, boarding staff and students to ensure high expectations are met. Boarders with special food requirements are catered for, within limits, and staff supervise all meals. If a boarder has a special food requirement, this should be discussed with parents and the Head of Boarding who will help the student communicate their needs with Café College staff.

Boarders should only request a late meal if other commitments cannot be arranged around meal times, which is the standard expectation. Late meals may be arranged through Café College.

Prep Expectations

Prep – Sunday to Thursday nights

1hr	Years 7 and 8
1hr 40 mins	Year 9
2hrs	Years 10-12

Prep is an important part of our day and co-curricular activities will ideally not cut into prep time. Permission to miss any part of prep can only be granted by the appropriate Head of Boarding and it must be for an exceptional reason. Books and other needed materials should be organised immediately after school or between the end of dinner and the start of prep.

Some prep is completed in a supervised classroom environment whereas, others may be in their room with doors open and phones placed outside the room. If more work is required, prep should resume after a break. It is the responsibility of the student to ensure all homework is completed and manage their time effectively over the course of the day.

Quiet is to be observed at all times during prep. If boarders need to work together, they should move to a common room area only after seeking approval from the Mentor-on-Duty after the first hour of prep. Students leaving the boarding house during prep time for any reason must have permission from the Mentor-on-Duty.

Help is never far away, whether from a member of staff, an older boarder or from a student in the same year level. There is a structured approach to study to ensure that all students perform to the best of their ability. It must be noted that mentors are unable to prioritise individual needs over that of the group, but in normal circumstances are able to help individuals.

No audible music is permitted. If headphones are to be used, a playlist must be pre-prepared. No movement is permitted during the first hour of prep. Laptops can be used for school purposes only during prep. No mobile phones are permitted during prep. They are to be left in houses or outside of rooms.

Weekend activities

Each boarding house has been divided into two teams, Netherway and Coutts, which compete for the Boarding House Cup. Points are allocated for wins in a variety of activities throughout the year on selected Sunday or Thursday evenings. Most activities are voluntary, but are strongly encouraged.

Optional activities are also offered throughout the year. These will run based on demand and we aim to keep costs to a minimum.

Students are required to sign-up via Orah before the closing date to secure a place.

Social Service

Each year, boarders assist charities with major fundraising appeals by volunteering and donating.

leave

All leave is granted at the discretion of the Heads of Boarding.

In a busy boarding house, it is essential for the safety of all members that the Mentor-on-Duty knows where every boarder is at any given time. Therefore, it is a strict rule that a boarder never leaves the house without requesting the appropriate form of leave. When leaving, the boarder must 'sign out' with the Mentor-on-Duty and, on return from leave, must always remember to sign back in personally with the Mentor-on-Duty.

Should a parent give permission for their child(ren) to attend a non-College organised function, such as a party, please note that alternative arrangements for accommodation must be made following the event. Generally, a boarder will not be permitted to return to the boarding house after 11pm, although there can be exceptional circumstances. This **must** be organised with the MoD before departing the boarding house.

No overnight leave will be granted during the school week except in exceptional circumstances, such as parents visiting Ballarat.

Street leave

- Street leave is granted at the discretion of the Mentor-on-Duty, especially in relation to younger boarders.
- Street leave may be granted on weekdays after school or on a weekend, provided a boarder's Prep and co-curricular commitments are fulfilled.
- Boarders must be back on campus from street leave by 5.15 pm on weekdays and lunchtime or dinnertime on weekends.
- The boarder must clarify leave details in person with the Mentor-on-Duty before leaving and being signed out. They must then sign back in with the Mentor-on-Duty immediately upon return.

Leave to attend medical/dental and other appointments

An appointment may be made by parents, Clarendon Health Centre staff or the Head of Boarding. Leave for an appointment must include the completion of a 'leave request' form available on @connect. Leave should also be submitted and approved by HoB in Orah.

Dinner leave

A boarder may go out for a meal with a family member when in Ballarat. Parental permission is required. As previously indicated, a high priority is given to prep therefore all leave should ideally be during meal times. Therefore, other social activities, such as the celebration of birthdays, should be organised on non-prep nights. We recognise there are significant celebrations during a boarders time with us, a discussion with the relevant head of boarding needs to occur. This is to ensure bookings are made, appropriate venues and transport are chosen and the café is informed in a timely manner so that they can make appropriate adjustments.

'Closed Weekends'

Some weekends are 'Closed Weekends'. This means that weekend leave is not usually granted and all boarders remain in the house. The purpose of the weekend is to provide considerable social interaction within the community. Staff and senior boarders organise, and participate in activities for all age groups during this period. There are usually only two closed weekends per year – one at the start of the year and one at the end.

Weekend leave

Please note that a request for leave at the weekend, which will mean absence from a meal and/or overnight leave, should be made by the parent to the Head of Boarding by **no later than 9.30pm on the Wednesday prior**. The Orah online program is to be used for organising leave.

The Head of Boarding should be contacted personally through Orah about any arrangements for leave.

Approval for leave to stay overnight with friends or relatives, host leave, will be given only when:

- the Head of Boarding has received a completed leave request through Orah;
- the parent of the student has personally contacted the host family and the parent and host have approved the leave details in Orah (please note that email and contact number of hosts are required); and
- the parent and host have agreed to the boarding house conditions of leave by ticking the relevant checklist.

If required, the Head of Boarding will also contact the parent and host family.

The Head of Boarding needs to know if there are any changes to the approved leave; for example, returning earlier or later than indicated or a change in transportation. We understand changes can occur, these need to be communicated with the Head of Boarding or MoD immediately.

Clarendon reserves the right to refuse leave.

Friday or Saturday evening leave

Friday or Saturday leave may be granted for reasons such as to attend the cinema, a sporting event or to spend the day with parents, and normally concludes at 10.30pm (9.30pm for Middle School students). A negotiated time of return will need to be made with the Head of Boarding if

the boarder wishes to return later than usual – for example, from a football game in Melbourne.

Generally, weekend leave concludes in time for boarders to attend prep and dinner on Sunday.

Travel

Exeat and end-of-term buses will be arranged based upon demand from the parent community. Emails are sent to parents prior to the exeat or end-of-term to determine the viability of each of the transport routes. Specific restrictions are in place for a student who has their driver's license and those who wish to travel with another boarder who has their license. Please refer to Student Transport (Student Vehicle) Policy on connect@clarendon.

Senior students who have their car should only use this for the purpose of travel between home and school that has been pre-approved by the appropriate head of boarding house and parent through Orah. Car keys will be maintained securely by the boarding staff while students are on campus. Students and parents will be required to fill in the 'permission to drive' form on Orah, which outlines the specific details around car storage and usage.

Exeat weekends

On these weekends all boarders must leave the houses by 6pm. They may either go home or stay with somebody who has been approved by their parents and school.

Dates for exeat weekends are published well in advance in Calendary. Students should not seek permission to depart earlier except in exceptional circumstances. Boarders needing to leave school early on these weekends must have prior approval from the day school using the appropriate 'leave request' form found on @connect

Boarding houses will reopen at 3pm on weekdays and 5pm on weekends, after term breaks and exeats. On some exeat weekends, this may alter. Parents should refer to the current term dates.

Special Notes

The Heads of Boarding reserve the right to alter conditions of leave if these conditions are abused. It is appropriate to emphasise that

- Boarders are not permitted to leave the boarding house unless leave has been approved.
- Appropriate adult supervision is expected for leave.
- Leave is granted to a specific destination and the trust system operates; boarders must be where they state they are going to be.
- On weekends, leave is only granted in small blocks of time. Unless permission to be absent has been approved on the previous Wednesday, boarders must attend all meals. Please note that both boarding houses will be closed from 12.30-1.30pm.
- Boarders returning to school using V/Line buses and other bus services are expected to return immediately to the school. If the boarders return in the evening, they are expected to catch a taxi/uber back to the school

boarding expectations

Behaviour

Students must demonstrate appropriate behavior at all times. Students are expected to conduct themselves in a mature, courteous, respectful and responsible manner in all interactions. Behaviour that impacts other students safety and wellbeing will not be tolerated. This includes any form of bullying and harassment, racism, offensive language and interference with other students property or personal space. Concerns will be managed using the schools Respectful Behaviour policy and procedure. This is a formal process with significant consequences if a serious breach is substantiated.

Respectful Behaviour Policy
[here](#)

Students must comply with reasonable directions from boarding staff, and should address staff respectfully at all times. While there is greater informality in the relationships that exist between boardind staff and students this should remain professional and respectful.

Smoking/Vaping, Alcohol, and Drugs

Please refer to the College Rules as printed in the Student Diary and connect@clarendon.

- Smoking and vaping is not permitted.
- Boarders are forbidden to have in their possession, bring onto the premises, consume or use alcoholic beverages or illegal drugs. Boarders are not to return to the boarding house if they have consumed alcohol or illicit drugs.

Breaches of these rules will lead to substantial consequences, including suspension. It may also lead to a review of the students enrolment at the school by the Principal.

If illegal substances are identified on the school property, Victoria Police will be contacted in the first instance.

Theft

Theft destroys trust and harmony. It is unlawful to take any item belonging to another person without their permission. Any instance of this within the school is considered theft and will be dealt with in a serious manner. Similarly, borrowing items from others without prior permission is not permitted. Any item borrowed or used, either school property or that of another student or staff member, should be treated respectfully and returned in good condition promptly after use. Please refer to the School Rules for further details.

Out-of-bounds

Boys are not permitted to enter the Girls Boarding House and girls are not permitted to enter the Boys Boarding House. No student is permitted to use the gym, sports pavilion, weights room, pool or any other sporting area unless they are properly supervised by a teacher or the Mentor-on-Duty.

Breaching these particular rules will result in disciplinary action.

Arrangements for after-dinner contact between boarding houses must be made at dinner or using the telephone through the relevant MoD. Unless invited or supervised, other out-of-bounds areas include residences and their gardens and the following places:

- PAC and Art buildings
- School kitchen
- MacFarland Hall
- Classrooms (in all areas)
- Chapel
- Staff rooms and offices
- Roof of any building.

For their personal safety, boarders must not be outside their living areas after dark without the expressed permission of the relevant Mentor-on-Duty.

Grounds, buildings, student liability and damage

The grounds are to be kept neat and tidy at all times. Buildings and fittings must not be defaced – they are there for our convenience. Vandalism will not be tolerated. Please refer to the College Rules as found in the Student Diary or connect@clarendon

The cost of repairs, replacement or cleaning of damaged property caused by willful behaviour, careless activities, and/or neglecting to use facilities correctly will be directed to parents by the Head of Boarding. This includes graffiti, broken windows from ball games and activating fire alarms. For further details, please refer to the College Rules. Football is not to be played at any time in Wanliss Square, on tennis courts or around classrooms. Ball games should be played in designated areas such as on the oval, tennis/netball courts and in the gymnasium. Other games will be allowed in Wanliss Square at the discretion of the mentors.

general information

Bicycles

A boarder may keep a bicycle at the school. They must have an approved safety helmet and padlock and chain for securing the bicycle. It is also recommended that lights are added for safety. While the school provides storage facilities separate to the boarding houses, it can accept no responsibility for loss or damage to stored bicycles. Please ensure that helmets and bicycles are named and that they are covered adequately by insurance. For more details, please see the College Rules as published in the Student Diary and connect@clarendon.

Electrical appliances

Because of the risk of fire, no extra heaters, appliances with elements or electric blankets may be used. This includes; coffee machines, fridges and electric blankets.

All electrical appliances should not be left unattended whilst switched on and should be used with great care. Any costs incurred by the use of appliances (and aerosols), including activating fire alarms, will be passed on to parents of the students responsible. Heads of Boarding will be able to provide clear direction regarding appropriate use of electrical appliances.

Due to OH&S legislation it is a requirement that all electrical items – fans, chargers, hairdryers, straighteners, digital alarms, hi-fi systems, etc. – must be tagged. This can be done by a certified electrical contractor in your home town or it can be undertaken at the school during the year.

Food storage

Boarders are provided with breakfast, morning tea, lunch, afternoon tea, dinner and dessert. Additionally, fruit is available in-house. Excessive additional food should not be required. If boarders do need additional food, it must be stored in clear, plastic and sealable storage containers.

Electronic Devices

Boarders are permitted to bring radios and electronic devices with them to the house, but they are to be cared for by the individual student. The school cannot accept responsibility for any damage or loss.

However, given that they are coming into a community, it is essential that headphones (named) are used. Radios and electronic devices are not to be left unattended while switched on or used during dinner or prep. Private television sets are not permitted.

As previously stated, for compliance with Occupational Health and Safety legislation, all personal electronic equipment must be 'tagged'.

Each boarding family may organise tagging to be done prior to an item being brought into the boarding house or it can be undertaken at the school early in the year.

It is also advisable that serial numbers are recorded for items, such as iPods.

Spending Allowance

Most boarders can operate automatic teller machine (ATM) accounts for their monetary needs. A suggested amount is approximately \$15 per week, but this is left to the discretion of parents. Any large amounts of money should be sent/given to the Head of Boarding, NOT to the student. ATM accounts should be carefully monitored to ensure that responsible banking habits are developed. The school will take no responsibility for the abuse of these accounts.

The National, Commonwealth, and Bendigo Banks all have ATM outlets close to Ballarat Clarendon College.

Debit cards are highly recommended to limit the amount of cash in the boarding houses and spending can be easily tracked.

Student ID Cards

All boarders are required to carry their Student ID card at all times. If ID cards are misplaced, boarders need to contact IT support for a replacement. Replacement cards will be charged at \$15 per card lost; the initial card is provided free of charge. Cards should not be given to other students. Your card will give you access to the large metal front gate, bike shed and boys will get access to the laundry.

Taxi Service

Boarders are required to make their own arrangements – CabCharge Gift Cards or own Eftpos – for taxi travel. FASTeTICKETS will be issued for medical emergencies only. All taxi vouchers that are issued for medical reasons, if not used within the medical appointment period, will be cancelled and made void. All expenses incurred will be on charged to families.

Valuables

Valuable items, such as passports, should be left with the Head of Boarding for safekeeping until required. All belongings are the responsibility of student. The school is not responsible for any loss or damage.

Visitors

Visitors are not permitted in the boarding houses without permission from the Head of Boarding. All boarders should strive to be minimalists whilst in the boarding houses. This assists in creating a clean, well-ordered living and work space.

requisites

All boarders should strive to be minimalists whilst in the boarding houses. This assists in creating a clean, well-ordered living and work space.

Compulsory

General clothing

- neat casual clothes - skirts, jumpers, shirts and tops, shorts, pants and jeans, and bathers with appropriate footwear;
- bathers/shorts;
- one formal outfit;
- sun hat, sunglasses; and
- bike helmet if riding a bicycle at any time.

All clothing must be in good repair, **clearly named** and not advertise offensive or inappropriate images or language. Unsuitable clothing will be sent home.

Other requirements

- | | |
|--|--|
| <ul style="list-style-type: none">• doona (no electric blankets allowed);• pillow(s);• pillow slips x 2;• sheets x 4;• large towels x 2;• toiletries, including:
toothbrush, toothpaste, hair brush, hair products and personal soap, etc.• bike chain (if applicable);• dressing gown/robe with tie (important – when moving from shower to room);• slippers;• sewing kit (minor repairs); | <ul style="list-style-type: none">• thongs;• laundry bag and detergent• clothes basket/ laundry hamper;• small backpack (for weekends);• set of coat hangers;• power board;• extension cord;• alarm clock (devices are not in rooms overnight). |
|--|--|

To help make the house a pleasant place in which to both live and work for our male and female staff, a dressing gown or similar (with tie to secure front of garment) must be worn when moving between the shower and the room, regardless of how close the room is to these facilities in the interest of child safety and wellbeing.

Please note that all clothing, shoes and linen must be clearly marked with the boarder's full name (not just initials). This is most important as clothing is frequently mislaid and, because it is unmarked, cannot be claimed by the rightful owner. At the end of each term and the end of the year, it is the school's policy to present unmarked, unclaimed clothing to charitable organisations.

clothing, linen, mending and laundry

Labelling

All clothing, bed linen and towels must be clearly named at all times. Past experience shows the majority of clothing lost is not named. Sewn-on labels are required, as all marking pens ultimately wash out.

Laundry

Boys' personal laundry and linen

Facilities are available – washing machines, dryers, irons, and ironing boards – for all boarders to do their own personal laundry. Access to the laundry is from 7-8.30am and 3.30-5.15pm and during prep break on weekdays and over the weekend. Boarders are required to provide their own washing basket and laundry detergent.

Items sent to the school laundry – school uniform

- All laundry (school uniform) must be named.
- Report any bad staining (including biro leaks, grease, coffee) immediately before these stains set, as prompt action may save a garment.
- Sort clothes into correct bags carefully. Ensure all clothes are right side out.

Linen is to be placed in the appropriate bags and taken to the GBH laundry by 8.20am by the duty group. Generally, laundry is done within 24 hours.

Girls' personal laundry and linen

Facilities are available – washing machines, dryers, irons and ironing boards – for all boarders to do their own personal laundry. Access to the laundry is from 7-8am, 3.30-7pm and prep break on weekdays and over the weekend. Boarders are required to provide their own washing basket and laundry detergent.

Linen is washed weekly. All linen is to be placed in the appropriate carry bags. This is then returned the same afternoon.

emergency organisation and procedures

Emergency Control Organisation

The emergency control organisation consists of

- Head of Boarding – Chief Warden;
- Mentor-on-Duty – Deputy Chief Warden;
- House Leaders;
- Risk and Compliance Manager; and
- Infrastructure Manager.

The organisation's area of control is the boarding houses. This plan will apply anytime outside class time. This would normally be at any time excluding school days between 8.30am and 3.20pm.

The roles of the organisation are to:

- establish an emergency plan;
- ensure personnel are appointed to all necessary positions;
- arrange for training of personnel;
- conduct evacuation exercises; and
- review and improve evacuation procedures.

Personnel

Chief Wardens

Head of Boys Boarding: Michael Searl

Head of Girls Boarding: Jess Macgowan

Deputy Chief Wardens

Boys Boarding: Mentor-on-Duty

Girls Boarding: Mentor-on-Duty

Procedure

1. On the sounding of the alarm, everyone must immediately vacate the premises, closing doors behind if possible. No attempt should be made to collect belongings or to fight the fire.
2. Wardens should check to see everyone has cleared their area.
3. Everyone should assemble in Wanliss Square (boys) or Enderley Lawn (girls). This should be done in alphabetical order and in year levels.
4. Wardens should check everyone from their area is accounted for using an Orah roll and

report this position to their Area Warden.

5. The Chief Warden should check the fire services panel to locate the source of the alarm and then decide on appropriate action with the welfare of boarders and staff paramount.
6. Area Wardens should then report to the Chief Warden, or the most senior member of staff present, who then decides on the appropriate action if anyone cannot be located.
7. After the arrival of the fire services and the 'all clear' is given, the Chief Warden, or the most senior member of staff present, will indicate when it is safe to return to the premises.
8. At an appropriate time, the Chief Warden will inform the Infrastructure Manager an incident has occurred and he will then be responsible to implement remedial action and complete an incident report on Complispace.

Evacuation exercises

The Chief Warden will be responsible for organising at least one practice exercise each term. The Emergency Control Organisation will subsequently meet to evaluate the evacuation plan.