



# boarders handbook

## 2015



# welcome to boarding at college

Welcome to the boarding community of Ballarat Clarendon College.

A wonderful opportunity awaits you as a boarder; the boarding experience at College will give you a unique place that allows you to feel independent, yet safe and cared for, in a homely environment. Our present size of approximately 150 boarders enables us to provide you with personalised attention in a supportive and compassionate manner. As happens in all aspects at College, we are focused on providing for the individual needs and aspirations of our students. College boarding is also an international community, and thus values our global outlook and connections throughout the world.

The Boarding Houses enhance a unique learning experience and it provides the opportunities to have a place to live in a home with a wide range of people from all walks of life. We want you to be happy, comfortable and enriched across College where you are able to achieve excellence in academic studies, music, drama, art and sport. You will be able to enjoy a place to live which is dynamic, yet very much a place where you can relax and call home.

We have a professional staff dedicated to providing the support you need for your academic studies and the time to share ideas, concerns and advice about how to reach your heart's desire whilst here. Our staff can help you reach that self-disciplined approach which will enable you to work closely with teachers in the day school, meet your responsibilities and achieve to the best of your ability.

We welcome your parents and guardians and assure them that to get the best out of your time at College, a partnership must develop between us, them and yourself. We work with parents and students to allow flexibility of arrangements in areas such as a homework, free time, or meeting outside commitments. The time spent in communication is vital to the happiness of all.

There is much camaraderie within both the BBH and GBH and both allow students to form long-lasting friendships that many hold dear for many years after they have left College. The boarding staff are dedicated to making the boarding experience very special and they enjoy arranging a variety of events throughout the year. It is important to us to know that each boarder is unique and we will endeavor to make their boarding time as positive as can be.

We welcome you all to our boarding community and know that once you enter our "family" you will become fiercely loyal to what we offer and hopefully you can share this with others. It is a genuinely happy, vibrant and caring home.

With best wishes to all.

**Matthew Yau**  
Head of Boys Boarding

**Kirsty Walsh**  
Head of Girls Boarding

# contents

general .....	1
boarding house staffing .....	1
school policies .....	1
boarding house student leaders .....	1
facilities .....	2
Accommodation .....	2
Common rooms .....	2
Kitchenettes .....	2
Technology access .....	2
Music practice areas .....	3
Laundry .....	3
care .....	3
Academic assistance .....	3
Health services .....	3
Meals .....	4
Travel .....	5
daily lifestyle .....	5
Weekdays .....	5
Normal school day lunch provided from Café College .....	5
Sunday to Thursday nights .....	5
Friday nights .....	6
Weekends .....	6
Weekend activities .....	6
Chapel .....	6
Social service .....	6
communications .....	7
Boarding house telephones .....	7
Boarding house email .....	7
Letters/newsletters .....	7
prep .....	8
Times .....	8
Monitoring .....	8
Special conditions .....	8
rules for boarders' leave .....	9
Street leave .....	9
Leave to attend medical/dental and other appointments .....	9
Dinner leave on weekdays .....	9
Friday or Saturday evening leave .....	9

“Closed weekends”.....	9
Weekend leave.....	9
Exeat weekends .....	10
Special notes.....	10
general rules .....	11
Out-of-bounds.....	11
Reading matter and posters .....	11
Smoking, alcohol and drugs .....	11
Electrical appliances .....	12
Grounds, buildings, student liability and damage .....	12
Behaviour .....	12
Stealing.....	12
Valuables.....	12
Visitors.....	12
Taxi service.....	13
Bicycles .....	13
Cars and motor cycles .....	13
Spending allowance .....	13
Personal .....	13
Key deposit bond.....	14
Student ID cards .....	14
boy’s requisites .....	15
girl’s requisites.....	16
clothing, linen, mending and laundry .....	17
Labelling.....	17
Mending of clothing.....	17
Laundry.....	17
emergency organisation and procedures.....	18
Emergency control organisation.....	18
school contacts 2015.....	20

1425 Sturt Street  
Ballarat Vic 3350

T 03 5330 8200  
F 03 5333 1513

college@clarendon.vic.edu.au  
www.clarendon.vic.edu.au

# general

This handbook is designed to be a source of information about how the College 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 and, to ensure the highest levels of care and supervision are carried out, the majority of those involved also teach in the day school.

### **Boys**

The Head of Boys Boarding is Matthew Yau and he is assisted by boarding tutors who share the role of Tutor-on-Duty (TOD) each day.

### **Girls**

The Head of Girls Boarding is Kirsty Walsh. The duties are shared by boarding tutors in a similar manner to those in the Boys Boarding House.

In conjunction with the Heads of Boarding, the TODs are responsible for the running of the Houses. They may be supported by rostered boarders who will be responsible for the organisation and implementation of the daily House routine.

## school policies

Both Boarding Houses are considered a part of the general Ballarat Clarendon College community. Therefore all policies are relevant today and boarding students. **Policies can be accessed via <http://connect@clarendon.vic.edu.au> or as printed in the Student Diary.**

## boarding house student leaders

Each year representatives are elected to the House Leadership positions. They meet regularly with the Heads of Boarding to ensure the smooth running of the Houses, to facilitate interaction across all areas and to organise social activities.

# facilities

## **Accommodation**

Boarders at Ballarat Clarendon College are accommodated in three areas:

- Girls (Years 11 & 12) in Charles House, 1425 Sturt Street, Ballarat
- Girls (Years 7 to 10) in Dumbarton, 1423 Sturt Street, Ballarat
- Boys (Years 7 to 12) on the first floor of the main College building

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

For Years 7-10 in the Boys Boarding House, dormitory accommodation is supplied along with wet areas, kitchen, lounge and staff accommodation. Senior boys reside on the same level as the junior boys, some in dormitory rooms, some in double rooms but most in single rooms.

In the Girls Boarding House boarders in Years 7 to 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.

Every boarder is provided with his/her own study desk, drawers, wardrobe space and bed. Boarders normally bring doonas and must provide their own sheets, pillows and pillowslips.

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

Please note: No student should enter the living space of another student unless he/she has 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. Appropriate games equipment is available in some areas to provide a variety of recreational activities.

## **Kitchenettes**

Each House also has kitchen space equipped with microwave, refrigerator, toaster, electric kettle and the Girls Boarding House also has an oven. Students may use the kitchens for preparing beverages, light snacks and supper.

## **Technology access**

To meet the challenges of the curriculum and to ensure work is of the highest standard, all boarders in Years 7 to 9 have their own notebook computers. While existing students moving to the higher levels will have a computer, students entering Year 10 to 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 ring our IT support staff to have it connected to the school network.

## Music practice areas

Boarders are encouraged to learn musical instruments and make use of the College's practice areas. Prior to 5pm rooms are available in the Performing Arts Centre. At later times students may request the use of either the College Chapel or Café College for musical practice.

## Laundry

Boy boarders are not able to do their own washing and ironing as there is no suitable facility. Therefore, a commercial laundry is located in Charles House and is operated on weekdays by staff. Boarders will be responsible for purchasing their own laundry bags, although these can also be obtained through the Head of Boys Boarding. **Please ensure that all items are clearly named.**

# care

## Academic assistance

Homework is supervised on evenings from Sunday through to Thursday. 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 all students perform to the best of their ability. It must be noted that tutors are unable to prioritise individual needs over that of the group, but in normal circumstances are able to help individuals.

## Health services

The College Health Centre is located adjacent to the College at 14 Ajax Street and caters for both day student and boarder requirements. Its opening hours are Monday to Friday between 8.15am and 5.30pm. Parents wishing to get into contact with the Health Centre can phone (03) 5330 8301 or 0417 033 316 during office hours. To improve the care of student health while in the Boarding Houses the following guidelines have been implemented.

**On the day of arrival, all medications a student is taking should be packaged in a sealed envelope 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 College Health Centre staff and if regularly required a Medication Administration Consent form filled out that gives permission to the Boarding House staff and the school nurse to administer the medications to the student.

**Students are not permitted to have medication in their rooms unless it has been authorised by the College 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. (eg EpiPens)

Non-prescription medication can only be administered if consent has been given on the Enrolment / re-enrolment form which must be updated annually online by parents / guardians. All basic medications can be administered to the student if required by the Boarding House staff or during school hours by the school nurse.

The student's medical details should be updated during the year if there is any change or development in the student's medical condition/illness or if they commence any medication. Students requiring the use of inhalers are expected to carry them at all times, as are students who are Anaphylactic and have been prescribed Epipens. 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 Sturt Street UFS Medical Centre where the School Doctor is located, will be the practice of choice. If a boarder has an illness for which there will be a considerable recovery time 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**. Every opportunity is usually given for a student to improve prior to being sent home unless the student initially presents too unwell or their condition (such as diarrhoea, vomiting or a communicable disease) makes the situation clear. Guidelines for medical exclusion for schools are available on [Connect@clarendon.vic.edu.au](mailto:Connect@clarendon.vic.edu.au). Having boarders who are too unwell in the Boarding Houses also places unreasonable expectations on the tutors and raises the risk of illness spreading rapidly through the House.

Medicines and other pharmaceutical needs may be purchased on behalf of a boarder by the Health Centre staff (eg script as 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 or, if approved by the Health Centre Staff, the student may administer their own medicine, depending on the medication prescribed. A charge is also made for those students requiring sports taping or asthma spacers (as these are one student only use) by the Health Centre staff. In the event that the student requires hospital treatment College 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.

## Meals

All meals (breakfast, lunch and dinner) are served in a communal dining hall called Café College. The food is prepared in a modern kitchen, staffed by professional chefs and their assistants. We are committed to students leading a healthy lifestyle so every endeavour is made to see that all boarders receive a balanced diet, which is low-fat in nature 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.

At meal times all members of the Boarding House community must be properly dressed in neat casual clothes (no bare feet, singlet tops or hats), the boarders' rugby top or correct school uniform, and arrive punctually. Good manners are expected and noise must be at a normal talking level. The meal should be eaten in a relaxed manner. Ill-mannered behaviour will not be tolerated; an offender may be removed from Café College. Students should also refrain from leaving their tables except when collecting and returning plates.

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.

## Travel

All travel for weekend and vacation leave is to be arranged through the Heads of Boarding by the **Wednesday evening of that week**, to ensure details satisfy the set criteria. The College front office can purchase tickets for modes of transport, including buses and trains, and have the cost placed on the term account. The office can also arrange for the processing of concession forms.

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 licence. Please refer to Student Transport (Student Vehicle) Policy. Students wishing to have a car at school need to see the Head of Boarding for the appropriate forms.

## daily lifestyle

In order for College boarding to operate effectively it requires structure and this means complying with rules. There are certain restrictions imposed on boarders which do not apply to day students. This is unavoidable because the staff members are entrusted with the care of all boarders during the time they are at College. The following is a general overview.

### Weekdays

7.00am	Girls rise and shower
7.10am	Boys rise and shower
7.30am	Girls go to breakfast (optional for Year 12)
7.40am	TOD inspects all boys' rooms then boys go to breakfast
7.45am	Year 12 girls rise, have breakfast and clean rooms
8.15am	TOD inspects all girls' rooms
8.25am	Students leave for school and TOD locks all Boarding House external doors

### Normal school day lunch provided from Café College

3.20pm	Boarding House reopens
3.30pm	Sport, free time, study in House or library
	Street leave as per rules for the year level
5.30pm	Boarders expected to be back at school
6.00pm	Dinner in Café College

### Sunday to Thursday nights

#### Girls

7.00pm – 9.00pm	Prep for all year levels Year 7 until 8pm Years 8 and 9 until 8.30pm Years 10, 11 and 12 until 9pm
9.00pm - 9.30pm	Supper break
9.30pm - 10.15pm	2 <sup>nd</sup> Prep for Years 11 and 12

#### Lights out:

9.30pm	Years 7, 8 and 9
10.00pm	Year 10
10.30pm	Years 11 and 12

## Boys

7.00pm – 8.30pm	Prep for all year levels
8.30pm	Supper break
9.00pm – 9.30pm	Prep for Year 10
9.00pm – 10.00pm	Prep for Year 11
9.00pm – 10.30pm	Prep for Year 12

### Lights out:

9.30pm	Year 7, 8 and 9
10.00pm	Year 10
10.30pm	Year 11
11.00pm	Year 12

## Friday nights

Friday nights are a relaxed affair when boarders engage in games, videos, television or other entertaining pursuits. Lights out should be at 11pm (earlier for junior boarders).

## Weekends

8.30am – 9.30am	Rise
8.45am – 10.00am	Breakfast

Inspection by the TOD prior to any leave. All beds must be made and personal areas tidied.

12.30pm	Lunch
5.30pm	Chapel (Sunday)
6.00pm	Dinner
7.00pm - 8.30pm	Prep (Sunday)
9.00pm	Lights out Years 7 to 9 (Sunday)
10.00pm	Lights out Years 10 to 12 (Sunday)
11.00pm	All lights out (Saturday)

If students are staying in the Boarding House on the weekend they are expected to attend all meals unless otherwise arranged.

The weekend is a key time within the Boarding House. The younger boarders are encouraged to return home on a regular basis as contact with their families and communities remains an integral part of their development. Some of the older boarders return home consistently to family and friends. Leave is flexible to provide the best outcomes for all involved.

## Weekend activities

Each Boarding House will provide activities throughout the year. Most activities are voluntary but strongly encouraged.

## Chapel

A Boarders Chapel Service is held on most weekends in term time, usually at 5.30pm on Sunday in the College Chapel. Attendance at this service is **compulsory** for all boarders in the House. Parents should feel free to attend Chapel. As Chapel is an important aspect of College life it is expected that boarders will dress appropriately.

## Social service

Each year boarders assist charities with major fundraising appeals.

# communications

## Boarding house telephones

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

### Boys

Matthew Yau	03 5330 8330 or 0400 377 721
Tutor on Duty (TOD)	03 5330 8339
Senior Boys	03 5330 8339
Junior Boys	03 5330 8336

### Girls

Tutor on Duty (TOD)	0400 478 013
Tutor on Duty (TOD) email	<a href="mailto:gbh@clarendon.vic.edu.au">gbh@clarendon.vic.edu.au</a>
Kirsty Walsh	03 5330 8234 or 0409 017 796

## Boarding house email

An increasingly convenient form of communication is email. Heads of Boarding can be contacted using the following email addresses:

**Boys** [yau@clarendon.vic.edu.au](mailto:yau@clarendon.vic.edu.au)  
**Girls** [walsh@clarendon.vic.edu.au](mailto:walsh@clarendon.vic.edu.au)

The TOD in the GBH can also be contacted during the evening or on weekends using the GBH address [gbh@clarendon.vic.edu.au](mailto:gbh@clarendon.vic.edu.au)

Each student has an email address and in today's technological society this may well be the accepted mode of communication between family members.

## Letters/newsletters

The College newsletter *College Connections* is published fortnightly and available on the College website, this online service allows parents and students to view past and current editions. Current editions of *College Connections* are also available on the College intranet site, [connect@clarendon](mailto:connect@clarendon). The school website address is [www.clarendon.vic.edu.au](http://www.clarendon.vic.edu.au). It is recommended that parents download the Ballarat Clarendon College phone app for smartphones to keep updated on school events. Regular correspondence, including term newsletters, is sent from the Heads of Boarding

If you become aware that for some reason you are not receiving correspondence please contact the appropriate Head of Boarding.

# prep

Each evening from Sunday to Thursday boarders are required to undertake study. This may include homework and also provides an opportunity to consolidate class work and to prepare for the next day's lessons. Boarders should make the most of this time to establish sound work and study habits and to develop academic potential. The College places high value on focused learning and on all students achieving the best from their abilities.

**Prep is a priority and cocurricular activities must 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.**

## Times

Prep is to start by 7pm. Therefore at 6.55pm everyone should be moving towards his or her workstation. Books and other needed materials should be organised immediately after school or between the end of dinner and the start of prep.

FIRST PREP formally concludes at 9pm in the GBH and 8.30pm in the BBH. However, if more work is required prep should resume after a break. A lack of time is no excuse for incomplete work.

SECOND PREP for all Years 11 and 12 students commences at 9.30pm in the GBH and at 9pm in the BBH, and continues for at least another half an hour. It is the responsibility of the student to ensure all homework is completed on weekends.

## Monitoring

House staff will regularly check the performance of boarders by looking at homework, discussing work matters and assisting with problems. Day school staff will notify boarding staff if, and when, parents are informed of work-related matters.

All diaries are checked and signed by staff each week

Tutors help students on an individual or group basis. Various programs are arranged to assist boarders to develop organisational skills. The effectiveness of any program, tutor help or homework is entirely dependent upon the self-discipline and motivation of the student.

## Special conditions

**Quiet** is to be observed at all times. Boarders should remain in their own work areas for at least the first hour. If boarders need to work together they should move to a classroom or common room area only after seeking approval from the Tutor-on-Duty. Students leaving the Boarding House during prep time for any reason must have permission from the staff.

**Music practice** should take place either after all other homework has been completed or prior to 5pm in the Performing Arts Centre rehearsal rooms.

**No movement between rooms** is permitted during first prep.

**No audible music** is permitted during prep.

**No computer games or DVDs** should be played during prep.

**No mobile phones** are permitted to be used during prep.

# rules for boarders' leave

**All leave is a privilege, not a right, and 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 Tutor-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 check out with the Tutor-on-Duty and, on return from leave, must always remember to sign back in personally with the Tutor-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. A boarder will not be permitted to return to the Boarding House after 11pm.

**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 Tutor-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 cocurricular commitments are fulfilled.
- Street leave ends at 5.30pm on weekdays and lunchtime or dinnertime on weekends.
- The boarder must report OUT and IN personally to the Tutor-on-Duty.

## **Leave to attend medical/dental and other appointments**

An appointment may be made by parents, the School Doctor, College Health Centre staff or the Head of Boarding. Leave for an appointment must be obtained from the Head of Boarding well in advance of the appointment time. If needed, a note will be supplied for the boarder to present to his/her House Teacher, Learning Mentor or appropriate school office.

## **Dinner leave on weekdays**

A boarder may go out for a meal with a family member when in Ballarat. As previously indicated, a high priority is given to Prep time and a boarder would normally be expected to return by 7pm. Therefore other social activities, such as the celebration of birthdays, should be organised on non-Prep nights.

## **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 TOD if the boarder wishes to return later than usual, e.g. from a football game in Melbourne.

## **"Closed weekends"**

Some weekends are "Closed Weekends". This means that weekend leave is not usually granted and all boarders stay in. 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.

## **Weekend leave**

A boarder must fulfill his/her obligations to sporting teams, service groups and any other school activity for which he/she is required, before commencing any leave.

Please note the following:

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 (or TOD) by **no later than 9.30pm on the Wednesday** prior to the weekend concerned, by telephone or email.

The Head of Boarding (or TOD) should be contacted personally about any arrangements for leave. A verbal message should not be relayed through a child.

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

- The Head of Boarding has a telephone call or email from the child's parent on each occasion;
- The parent of the student has personally contacted the host family (preferred option) or, if not possible, the Head of Boarding has a telephone call or email from a parent of the host family.

The Head of Boarding needs to know the intended time of a student's return before he/she leaves, and if there is to be any change the school must be informed immediately.

Leave will normally be granted provided that the student has no prior commitment. However, the College reserves the right to refuse leave or to determine "Closed Weekends".

When boarders are given leave from the school they must report OUT and IN to the Tutor-on-Duty.

**NB: Weekend leave should conclude in time for boarders to attend Chapel and then work in prep on Sunday UNLESS PRIOR APPROVAL HAS BEEN GRANTED.**

### **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.

Dates for exeat weekends are published well in advance in the Principal's Letter, and in the College Calendar. 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 pro forma.

Boarding staff also need their time away from the House. Therefore generally the Boarding Houses will not reopen **before 5pm** 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:

- Boarders are not permitted to visit the homes of other students unless this leave has been approved and adults will be present.

- 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.**
- 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 back to the school.

## general rules

### 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 Tutor-on-Duty.

It must be recognised that breaching these particular rules will result in strong and swift disciplinary action. For further details please read the College Rules as found on the [connect@clarendon](mailto:connect@clarendon).

Arrangements for after-dinner contact between Boarding Houses must be made at dinner or using the telephone through the relevant TODs.

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 tutor-on-duty.**

### Reading matter and posters

Students are encouraged to add their personal touch to their rooms. However, no substandard materials are permitted. Posters must not contain offensive or coarse language or condone the use of drugs. This also prohibits posters with content some people may find sexually offensive through the denigration of the opposite gender. Boarding staff will assist students in deciding appropriateness with the relevant Head of Boarding being the final arbiter. To maintain the high standard of the paintwork, posters should only be blu-tacked onto wardrobes and doors and **not on to painted surfaces.**

### Smoking, alcohol and drugs

Please refer to the College Rules as printed in the Student Diary and [connect@clarendon](mailto:connect@clarendon)

- Smoking is definitely not permitted.
- Boarders are absolutely forbidden to have in their possession, bring onto the premises, consume or use alcoholic beverages or illegal drugs.

## **Electrical appliances**

Because of the risk of fire, no extra heaters, appliances with elements or electric blankets may be used. All electrical appliances should not be left unattended whilst switched on and should be used with great care. Any costs incurred by the careless use of appliances, 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 now a requirement that all electrical items (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.

## **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 should not be played at any time in Wanliss Square 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 tutors.

## **Behaviour**

Students must adhere to a reasonable level of acceptable behaviour. Students are expected to behave in a mature, courteous, respectful and responsible manner at all times.

The use of bad language and swearing is unacceptable in any situation. Spitting and defacing or damaging property is not tolerated.

## **Stealing**

Stealing 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 College Rules for further details.

## **Valuables**

**Valuable items such as large sums of money should be left with the Head of Boarding for safekeeping in the House safes until required.** It is recommended that each boarder has a strong box (metal, named and which can be locked) in order to provide security for personal valuables such as a watch, wallet, jewellery, camera or phone.

## **Visitors**

Visitors to the Boarding Houses are welcomed as friends into a family home. Visitors may only be taken into the Boarding Houses with the approval of the duty staff. They must be introduced to the Tutor-on-Duty upon arrival. Visitors are expected to observe all College and House rules. The host should report the visitor(s) departure to the duty staff.

The Common Room in the Boys Boarding House, the lounge room in Dumbarton and the Common Rooms in Charles House should be used to entertain visitors.

## **Taxi service**

At the tutor's discretion, taxis can be organised for boarders (especially at night) in the absence of parental or host-family transport. When a boarder requires a taxi the Tutor-on-Duty will fill out a taxi charge form with the appropriate boarder's name. The voucher is issued for a specific journey and should **not be saved for future travel or given to another student**. Parents are notified of costs in any one term in the Term Account. We endeavour to keep the use of taxis to a minimum.

## **Bicycles**

A boarder may keep a bicycle at the school. He/she must have an approved safety helmet and padlock and chain for securing the bicycle. 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 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.

## **Cars and motor cycles**

Although the use of cars and motorcycles is discouraged, for families living in more remote locations exceptions can be made provided written permission from the parents is given to the Head of Boarding, and keys are immediately given to the relevant Head of Boarding or Tutor-on-Duty. Keys will not be returned until the student is travelling home.

**To avoid the risk of injury in an accident with an inexperienced driver NO boarder may travel in another student's car or staff member's car at any time, unless the parents give prior written permission.**

Please be sure to read the Student Transport (Student Vehicle) Policy and the Student Transport (Staff Vehicle) Policy.

## **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, ANZ, Commonwealth and Bendigo Banks all have ATM outlets close to Ballarat Clarendon College.

## **Personal**

Boarders are permitted to bring radios and mini hi-fi systems with them to the House, but they are to be cared for by the individual student. We cannot accept responsibility for any damage or loss.

However, given that they are coming into a community, it is essential that headphones (named) are acquired. Radios may not be left unattended while switched on, or used after tea or during prep. Furthermore, at bedtime boarders may only operate radios via headphones. Private television sets are not permitted.

For compliance with Occupational Health and Safety legislation, all personal electronic equipment must be 'tagged'. This includes electric razors, hairdryers, curling wands, laptop computers, mobile phone chargers and any other appliances.

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.

**Key deposit bond**

At the start of each year, when a boarder receives a Boarding House Key which must be returned at the end of the year, a key bond payment of \$50 will be required. This may be made in the form of a credit card charge authority, which will be cancelled when the key is returned; otherwise the charge will be processed. Keys are only distributed in the GBH to girls in Year 11 and 12.

**Student ID cards**

All boarders are required to carry their Student ID card at all times. These cards allow access to the café on weekends and after hours. If ID cards are misplaced, boarders need to contact IT support for a replacement. Cards should not be given to other students.

# boy's requisites

## COMPULSORY

**2015 Boarders Rugby Top** *This is an encouraged and required item for all boarders.* Boarders new to the school can purchase this top from Dobsons shop at the Senior School campus, 1425 Sturt Street.

## GENERAL CLOTHING

- Neat casual clothes
- Bathers/boardshorts
- Smart casual outfit
- One formal outfit (may be hired downtown when needed)
- Sun hat, sunglasses
- 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

- Doona (no electric blankets allowed)
- Pillow(s)
- Pillow slips x 2
- Sheets x 4
- Large towels x 2
- Toiletries
- Bike chain (if applicable)
- Dressing gown/robe with tie (important – when moving from shower to room)
- Slippers
- Thongs
- Name tapes
- Laundry bag (compulsory – available from the school, see Head of Boarding)
- Shoe cleaning kit
- Small backpack (for weekends)
- Set of coat hangers
- Clean mug, plate, cereal bowl, all clearly marked with name
- Fan (summer months)
- Power board
- Extension cord
- Link chain and lock for wardrobe

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.

## PLEASE NOTE:

**All clothing, shoes, and linen must be clearly marked with the boy'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.

# girl's requisites

## COMPULSORY

**2015 Boarders Rugby Top.** *This is an encouraged and required item for all boarders.* Boarders new to the school can purchase this top from Dobsons shop at the Senior School campus, 1425 Sturt Street.

## GENERAL CLOTHING

- Neat casual clothes - skirts, jumpers, shirts and tops, shorts, pants and jeans, and bathers with appropriate footwear
- Appropriate clothing for Chapel
- Good outfit/s for more formal occasions
- Sun hat
- Bike helmet, if boarder has a bicycle at school.

**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

- Doona (optional) or blankets
- Pillow(s)
- Pillow slips x 2
- Sheets x 4
- Large towels x 4
- Toiletries, including:  
toothbrush, toothpaste, hair brush, hair products and personal soap, etc
- Bike chain (if applicable)
- Link chain and lock for wardrobe
- Laundry bag or basket
- Small metal lock box for valuables
- Clothes basket/Laundry Hamper
- Dressing gown
- Thongs
- Sewing outfit (minor repairs)
- Shoe cleaning kit
- Small suitcase (for weekends)
- Set of coat hangers
- Washing powder
- Clean mug, plate and cereal bowl all clearly marked
- Fan (summer months)
- Power board
- Extension cord

A dressing gown is required for movement between the showers and room in case of an emergency situation whereby male staff/emergency personnel may arrive at the house.

## PLEASE NOTE:

**All clothing, shoes and linen must be clearly marked with the girl'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 ever lost is not named. Sewn-on labels are required, as all marking pens ultimately wash out. The laundry prefers styles 7, 9 and 10 in Cash's tape tags.

## Mending of clothing

When any damage occurs to clothing, the item should be taken home for repairs. Major damage to an item such as a blazer or trousers may require expertise outside the College. Should this situation arise the College may assist the parent in identifying a suitable tailor and the cost of repair will be added to the student's account.

## Laundry

### Items sent to the school laundry - BOYS ONLY

- All laundry 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.
- All socks and underwear MUST be in separate MESH BAGS, with all socks pulled OUT FLAT. Boarders can provide their own laundry bags or purchase them from the school (currently \$25).

### Personal laundry and linen

#### Senior Boys

On Monday and Wednesday mornings personal laundry is to be placed in the appropriate bags, and bags are to be taken to the laundry by 8am by the duty group. Preferably laundry should be put out on Sunday night. All personal laundry will be available by 8pm on Wednesday.

#### Junior Boys

Personal laundry is to be put out on Tuesday and Thursday mornings.

#### Boys Linen

For all boys, on Thursday [before school] all linen is to be placed in the appropriate bags, and bags taken downstairs before 8am by the duty group. This is then returned that afternoon.

#### Girls Linen

Facilities are available (washing machines, dryers, irons and ironing boards) for boarders to do their own personal laundry.

Linen is washed weekly. All linen is to be placed in the appropriate carry bags. These are to be left outside the laundry or in the Dumbarton foyer by 8am on Thursday. This is then returned that afternoon.

# emergency organisation and procedures

## Emergency control organisation

The emergency control organisation consists of

- Head of Boarding                      Chief Warden
- Tutor-on-Duty                         Deputy Chief Warden
- House Leaders
- College Head of Emergency Procedures
- Property & 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 schooldays between 8.30am and 3.25pm.

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;
- review and improve evacuation procedures.

## Emergency procedures

### Personnel

#### Chief Wardens

Head of Boys Boarding: Matthew Yau

Head of Girls Boarding: Kirsty Walsh

#### Deputy Chief Wardens

Boys Boarding: Tutor-on-Duty

Girls Boarding: Tutor-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 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 Property & Infrastructure Manager an incident has occurred and he will then be responsible to implement remedial action.

## **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 and amend it as required.

# school contacts 2015

## **Positions of Responsibility**

Principal	David Shepherd
Deputy Principal	Jan McClure
Head of Senior School	David Parker
Co-Heads of Year 9 & 10	David Struth & Jennifer Bourke
Co-Heads of Middle School	Shaune Moloney & Reid Smith
Head of Junior School	Chris Brown & Steven Belcher
Head of King Island Campus	Luke Caldwell
Chaplain	Andrew Boatman
Head of Boys Boarding	Matthew Yau
Head of Girls Boarding	Kirsty Walsh
School Counsellor	Dean Griffin & Catherine Biggs
Health Centre	Leona Evans