BOARDING AT ST HILDA’S SCHOOL - WELCOME

It is with great pleasure and excitement that we warmly welcome Boarders and their families to St Hilda's School Boarding Community for 2019. Whether you are a “new” Boarder, or a returning Boarder, we look forward to each girl, as an important member of our community, engaging with and contributing to Boarding life. Equally important is the partnership between family and School, as together we nurture our girls into competent, wise, independent and inspiring young women, who are life-long learners and selfless contributors.

St Hilda’s School has been offering a caring community life for Boarders for over a century. Boarders at St Hilda’s School enjoy access to the wonderful educational opportunities available at the School, develop life-long friendships, enjoy the support and good humour of those around them, develop skills that will equip them for independent living when they leave the security and safety of the School environment, and enjoy the many cultural and recreational opportunities available on the Gold Coast and in Brisbane.

Girls are cared for by staff including Academic Staff from the Day School, experienced Boarding Staff, Registered Nurses, Old Girls of the School, and Services Staff, all of whom are committed to looking after the girls in their “term-time home”. The staff take great pride in their roles and appreciate the privilege of working with the girls and their families.

Girls, community living requires that at times you look beyond yourself and consider and care for others – being generous of spirit, trying to understand those with whom you live, and making allowances are important dispositions to develop. In short, our School values of Love, Compassion, Forgiveness, Hope and Grace are our “rules to live by”.

Boarding is an exciting and challenging experience that will benefit you for the rest of your life. You will most likely develop friendships that will last a lifetime, no matter where your future takes you. This will be through shared experiences and interests across the years.
I look forward to sharing the year ahead with you, as you immerse yourselves in St Hilda’s School life and grow as young women looking to and able to make a positive difference in your world.

Annette Boyle
Head of Boarding
CONTENTS

BOARDING AT ST HILDA’S SCHOOL - WELCOME ............................................................ 1

BOARDING SCHOOL ........................................................................................................... 8
  Philosophy ......................................................................................................................... 8
  School Motto .................................................................................................................... 9
  School Values .................................................................................................................... 9
  Boarding School Handbook ............................................................................................. 9

PASTORAL CARE IN THE BOARDING SCHOOL ...............................................................10
  Staff – Caring for Our Girls............................................................................................ 10

BOARDING LIFE AT ST HILDA’S .......................................................................................12
  Boarding and School Values ............................................................................................ 12

HOUSES ..............................................................................................................................12
  McCulloch House ............................................................................................................. 13
  Whitby House .................................................................................................................. 13
  Darragh Houses (Darragh 1 and Darragh 2) .................................................................... 14

Belonging in our Boarding Community .............................................................................15
  Boarder Badges ............................................................................................................... 15
  Big Sisters ........................................................................................................................ 15
  Competition Houses ........................................................................................................ 15

Settling In – Practical Advice! ............................................................................................16
  Homesickness ................................................................................................................... 16

EXPECTATIONS & RESPONSIBILITIES OF LIVING .........................................................18

IN A COMMUNITY ...............................................................................................................18

HEALTH CARE ...................................................................................................................18
  Hours .............................................................................................................................. 18
  Emergency ...................................................................................................................... 18
  Medication ....................................................................................................................... 19
  Medical and Dental appointments .................................................................................... 19
  Illness ............................................................................................................................... 19
  Excludable Illness .......................................................................................................... 20
  Professional Counselling Service ................................................................................... 22

SAFETY ...............................................................................................................................23
  Safeguarding Students Policies ....................................................................................... 23
  The School’s Child Protection Policies and Procedures .................................................. 23

Evacuation and Lock Down ................................................................................................25
  Prohibited Items ............................................................................................................. 25
Electrical Safety ................................................................................................................25
Test and Tag Procedure.....................................................................................................25
SECURITY ................................................................................................................................26
STUDENT LEADERSHIP IN THE BOARDING SCHOOL ....................................................26
Head Boarder ....................................................................................................................26
Boarding Prefects .............................................................................................................26
Boarder Student Council .................................................................................................26
Boarding Angels ...............................................................................................................27
Meetings ............................................................................................................................27
PARENT SUPPORT GROUP .............................................................................................27
VISITORS TO BOARDING SCHOOL .................................................................................28
WELFARE OF OTHERS ....................................................................................................29
In the Boarding House ......................................................................................................29
In the School ......................................................................................................................29
In Australia .........................................................................................................................29
In the World at Large ........................................................................................................30
Charity Fund Raising .........................................................................................................30
WORSHIP ..........................................................................................................................31
Local Churches ..................................................................................................................31
Chapel ...............................................................................................................................31
ACADEMIC MATTERS .....................................................................................................31
General Academic Matters .............................................................................................31
Formal Prep Conditions ..................................................................................................31
Venues for Study ..............................................................................................................32
Library Hours for Boarders .............................................................................................33
Tutorial and Additional Assistance ................................................................................33
St Hilda's Tutorial Academy ............................................................................................33
STUDY SKILLS HANDBOOK ............................................................................................34
COMMUNICATION ............................................................................................................35
General .............................................................................................................................35
Current information ..........................................................................................................36
Communication between Day and Boarding Schools ....................................................36
HANDY CONTACTS FOR FAMILIES ................................................................................37
Addresses ..........................................................................................................................38
Mail ..................................................................................................................................38
Letters ...............................................................................................................................38
Parcel delivery to the School ...........................................................................................38
Airport Bus and other transport pick-ups .........................................................................39
Communication with your Daughter .................................................................39
Newsletter and Website .....................................................................................39
St Hilda’s Daily Correspondence ........................................................................39
Photo Gallery ......................................................................................................40
Facebook .............................................................................................................40

IMPORTANT DATES IN THE BOARDING SCHOOL .................................................41
Term & Travel Dates 2019 .....................................................................................41
Public Holidays 2019 ..........................................................................................41
Other .....................................................................................................................41
Special Dates of Which to be Aware ....................................................................42
2019 Connect Weekend .......................................................................................42
Sunday night 7pm returns for all Boarders (for House activities) .....................42
Special Boarding School Dinners (5.30-7pm) ......................................................42

STUDENT LIFE IN THE BOARDING HOUSES ......................................................43
Daily Routines .......................................................................................................43
School Day Schedule ..........................................................................................43
Wake-up Time .......................................................................................................44
Weekend Schedule: Saturday and Sunday ..........................................................44
Rosters ..................................................................................................................45

CLOTHING AND EQUIPMENT ..............................................................................45
Requirements/Recommendations ..........................................................................45
“What to Bring List” for Boarding .......................................................................45
Chapel/Theatre Occasions and Dining Room ......................................................46
Bed Linen ..............................................................................................................46
School Uniform ....................................................................................................46
Boarders’ School Uniform List ............................................................................46
Uniform Shop Opening Hours ..............................................................................47
Make Up, Hair Colour and Earrings ....................................................................47

ELECTRONICS AND SOCIAL MEDIA .................................................................47
Email/Internet/Personal Computers/Mobile Phones ..........................................47
Radio & iPods .......................................................................................................49
Use of electronic devices for recreation, e.g. movie watching .........................49

INFORMATION FOR THE “DAY TO DAY” ....................................................49
Laundry ..................................................................................................................49
Personal Items .....................................................................................................49
Baggage Rooms ..................................................................................................50
Care of Money and Special or Precious Possessions .........................................50
Damage to or loss of Personal Belongings ...........................................................50
Part Time Work .................................................................................................................50
Pets in the Boarding House .............................................................................................. 51
MY ROOM: EXPECTATIONS .............................................................................................. 51
Your own room .................................................................................................................51
Privacy ..............................................................................................................................51
Moving Furniture ...............................................................................................................51
Tidiness ............................................................................................................................51
CATERING ...........................................................................................................................52
Food/Meals .......................................................................................................................52
Choice of food and Special meals .....................................................................................52
Meals after Co-Curricular Activities ...................................................................................53
Food Storage ....................................................................................................................53
Birthday Cakes .................................................................................................................53
Cultural Expectations ........................................................................................................53
LEAVE ARRANGEMENTS ...................................................................................................54
Responsibility to Ensure Adequate Adult Supervision .......................................................54
Duties and Responsibilities of Hosts .................................................................................54
Condition: Leave with Siblings under 21 ........................................................................55
Leave Entitlements – Shopping and other Recreational Leave ..........................................55
Weekend Leave with Parents or Friends or Relatives .......................................................56
Tea Leave .....................................................................................................................57
Casual Day Girl Leave ..................................................................................................57
Exam Leave - Years 11 and 12 ......................................................................................57
Movie and Dinner Leave - Year 12 only (Terms 1-3 & Year 11 Term 4) ........................57
Special Leave ................................................................................................................57
Signing In/Out Procedures ..............................................................................................57
Leave and School Sporting Commitments ........................................................................58
Term Travel ......................................................................................................................58
OUTINGS & RECREATION/SPORT ....................................................................................59
Sport ................................................................................................................................. 59
Weekend Boarding Outings/Activities .............................................................................59
Notification of Intention to Participate in Weekend Outings .............................................60
TRANSPORT .......................................................................................................................61
Taxis .................................................................................................................................61
Uber ..................................................................................................................................61
Buses, Trams and Trains ..................................................................................................61
Northern Rivers Bus Service .............................................................................................61
Cars at School ..................................................................................................................62
Bicycles, skateboards, Roller Blades .................................................................63
Driving Lessons ................................................................................................63

SPECIAL DAYS/EVENTS IN THE SCHOOL .........................................................63
Twilight Concerts ...............................................................................................63
Presentation Ball ................................................................................................63
Speech Day ..........................................................................................................64
School Fete ..........................................................................................................64
Sport – Weekly .....................................................................................................64
Outdoor Education Experiences ..........................................................................64
Where and when? ...............................................................................................64
Requirements .....................................................................................................64

INTERNATIONAL BOARDERS ...........................................................................65
Visa Regulations .................................................................................................65
Passports and Airline tickets ............................................................................65
BOARDING SCHOOL

Philosophy

St Hilda’s Boarding School nurtures the growth and development of our girls in a caring, safe, supportive and secure environment. Boarding facilitates our girls’ ability to access opportunities which may not otherwise be available to them. Our girls are able to grow, dream and achieve whilst enjoying the world class education offered at St Hilda’s School and accessing the activities and facilities of the Gold Coast. They are encouraged to set goals and plan to reach those goals. They are inspired to be inspiring women.

An Anglican school, St Hilda’s School voices a clear set of Christian values, believing in the power of Love, Compassion, Forgiveness, Hope and Grace to provide a moral compass for our students and staff.

We aim to develop:

- a supportive, enjoyable and stimulating environment where all our community members will be inspired and encouraged to achieve

- a positive, mutually respectful partnership between parents/guardians, girls and the Boarding School that is nurtured and valued

- students who are competent, independent learners with high self-esteem and who are able to take risks and assume responsibility for themselves, confidently

- an atmosphere where students aim to make good decisions and are able to accept that making mistakes is a natural part of developing and maturing, accepting responsibility for their decisions

- students who show respect and care for the environment in which they live

- well-qualified, committed and enthusiastic staff who have high expectations of their girls and who assist them to meet those expectations through encouragement and guidance, whilst being mindful of each girl’s physical, emotional, academic, spiritual, sporting and cultural needs

- students who grow in spiritual awareness, learn Christian values and acquire a set of moral values

- a cultural diversity that embraces individuals and promotes community spirit

- students who are confident and caring in their relationships with others in the School and with the community at large.
**Trust** forms the foundation of our Boarding community – trust between family and School, girls and School and between girls, and girls and staff. It is envisaged in this community that trust will not knowingly or willingly be broken and that honesty and respect are the building blocks through which we develop this trust.

School Motto

*Non Nobis Solum – Not for Ourselves Alone*

**The Homily of St Hilda**

*Trade with the gifts God has given you.*

*Bend your minds to holy learning that you may escape the fretting moth of Littleness of mind that would wear out your souls.*

*Brace your wills to action that they may not be the spoils of weak desire.*

*Train your hearts and lips to song which gives courage to the soul.*

*Being buffeted by trials, learn to laugh.*

*Being reproved, give thanks.*

*Having failed, determine to succeed.*

School Values

*Love, Compassion, Forgiveness, Hope and Grace*

Boarding School Handbook

All Boarders and their parents/guardians are expected to read this Boarding Handbook carefully and to adhere to the guidelines herein. Updates will be advised as/if they occur. Additionally, Boarders are required to adhere to all School policies at all times.
PASTORAL CARE IN THE BOARDING SCHOOL

In the Boarding School we understand the changing needs of the girls as they grow older and we work such that our activities, expectations and processes and procedures allow the girls to grow in independence and to take responsibility for themselves and their decisions. When they leave us at the end of Year 12, we want our Boarders to be able to take their places as young women who are ready to pursue their post-school goals, explore their world and contribute to their community as well-informed, compassionate and deep thinkers.

We aim to provide a safe, secure and supportive environment in which our girls can grow and our staff team is composed of staff who all are integral to our community.

Staff – Caring for Our Girls

An experienced team of staff cares for the girls in the Boarding School. Our Boarding School community importantly includes Boarding Staff, Boarders’ Reception Administration Staff, Health Centre Staff and School Psychologists and Facilities and Services Staff. This large team of staff works together to care for and support our girls in their “term-time” home.

The Boarding Staff are responsible for the day-to-day care of the girls. They develop an excellent understanding of all aspects of your daughter’s life at St Hilda’s. The Head of Boarding and the Deputy Head of Boarding reside onsite and are experienced teachers in the Day School. They have particular expertise in pastoral care of teenage girls. Contact numbers are provided in this Handbook.

The Boarding House Staff roles are as follows:

**Head of Boarding** – has responsibility for the leadership, management and operations of the Boarding School, and for converting the School’s strategic goals into operational priorities and plans for Boarding.

**Deputy Head of Boarding** – provides support to the Head of Boarding to ensure high quality service to students, staff, parents, and compliance in policies, procedures and legal requirements. The role includes overseeing the operation of the Boarding School in the absence of the Head of Boarding.

**Heads of House** (McCulloch, Whitby, Darragh 1 and Darragh 2) - oversee the pastoral care (the physical, emotional, spiritual and academic well-being) offered to the girls in their care and maintain professional and pastoral contact with Boarder Parents.
**Boarding Supervisors** – undertake specific responsibility for the girls in their care when on duty; they undertake the tasks required to ensure the care and safety of the girls and in so doing, contribute to the growth and development of the girls.

**Tutors** – are available at specific times during the evening to assist the girls with their academic studies; they also undertake supervisory duties from time to time.

**Boarders’ Reception Staff** – co-ordinate the important administrative and supportive functions of the Boarding School; they provide valuable communication facilities for our families and are the first point of contact with Boarding in a number of ways.

**Health Centre Staff** – our Registered Nurses provide vital medical care and support for our girls, (this includes physical, emotional and mental health), working in conjunction with Boarding House staff. The School Psychologist and School Counsellor work with our Boarding and Health Centre staff to assist the girls.
BOARDING LIFE AT ST HILDA’S

Boarding and School Values

Boarding is a special way of life, requiring the girls to live the values of St Hilda’s School, daily:

*Love, Compassion, Forgiveness, Hope and Grace*

Our Boarding Awards System – *Values and Character Awards* - recognises the girls’ individual demonstration of the School’s values in life in the Boarding School, along with character development. There is a hierarchy of certificates, culminating in a girl's name being displayed on the Values and Character Honour Board in the Dining Room.

Living our School Values:

All girls are expected to live our values in the Boarding Houses by:

- Showing respect for, and treating fellow Boarders and Staff with care and consideration at all times
- Living within the guidelines, standards and expectations of their Boarding House
- Maintaining a high standard of personal hygiene
- Treating the property, privacy and space of others with respect and care
- Accepting others for who they are and ensuring their safety and wellbeing
- Abiding by all School policies and procedures

HOUSES

The girls are members of one of four residential Houses, enabling them to form close bonds and enjoy House spirit with fellow Boarders and Staff. This arrangement also allows for the strong pastoral care of each girl in the House, as the Head of House is able to get to know each girl very well. Occasionally, the girls move to another House during the year, depending on a number of factors. If this occurs, the girls quickly feel very much at home in their new House.
McCulloch House

McCulloch House provides comfortable living for our youngest girls in a cheerful, light and colourful environment. Girls are guided through a structured routine in the first years of boarding to become organised, resilient and intrinsically motivated in order to meet their personal goals and to learn to take responsibility for meeting commitments.

Girls have their own individual cubicles for privacy and they love to add their personal touches to make their areas “their own”. The cubicles are arranged in clusters to foster friendships and a supportive group atmosphere. Room allocations are changed each term, with the girls being able to nominate five other girls who they would like to live near. A staff member is available should the girls need her, throughout the night.

The Common Room in McCulloch House is a focal point in the House and is furnished with couches, games and a large screen television. Girls love to relax here as individuals or in groups, just as they would in the home family room. The Common Room also provides kitchen facilities with a microwave oven and dishwasher and Saturday and Sunday mornings see the girls and staff enjoying breakfast together, just like home. We welcome Year 6 Boarders, and both Day School and Boarding School staff members work together to assist these girls manage their schedules and assimilate in their first year of living away from home.

Whitby House

Whitby House is situated at the front of the School, overlooking the eucalypts and the front lawn. Girls from Years 8 to 10 live in the more open layout of Whitby House which provides a comfortable environment for establishing inter-year friendships. The girls steadily grow through increasing independence whilst still having the careful assistance and guidance of staff. The girls can relax in their Common Room area, and are often found chatting with staff after a day at School. As in McCulloch House, girls have their own individual cubicles for privacy and they love to add their personal touches to make their areas “their own”. Similarly, room allocations are changed each term, with the girls being able to nominate five other girls who they would like to live near.

Whitby House provides some kitchen facilities for weekend breakfasts and other light snacks during the weekend and week. This area often becomes a gathering point for the girls.
Darragh Houses (Darragh 1 and Darragh 2)

We recognise the expectations of students in the final years of their schooling. Darragh Houses provide accommodation for Years 10-12 girls. Darragh Houses are staffed with the needs of girls in their final years of schooling in mind, and we recognise the increasing independence and maturity of the girls, albeit within Duty of Care requirements. Twin-share rooms for Years 10 and 11 girls are found in Darragh 1 and single rooms are found in Darragh 2 for Years 11 and 12 girls. Year 12 girls also enjoy the fresh single rooms in Rosemary Hughes Room on the lower floor and the two kitchen/lounge areas in RHR allow for relaxation and group work for these, our senior students.

All rooms are fully equipped with computer on-line access facilities and lockable doors. Each room has its own unique layout and architectural design. Again, room allocations are changed each term, with the girls being able to nominate five other girls who they would like to live near. A staff member is available for Darragh girls should they need her, throughout the night.

In each of the Darragh Houses there are Common Rooms, with beautifully equipped kitchens and the girls love to cook and gather to chat or work. Lounges and TV units cater for the social and recreational needs of the girls and House meetings are held in the Common Rooms to facilitate discussions and planning.
BELONGING IN OUR BOARDING COMMUNITY

Becoming involved in Day School and Boarding School life is the sure way of gaining a sense of belonging, very quickly. Those girls who participate in Co-curricular, Extra-curricular and Boarding activities make new friends and feel at home quickly. Asking for assistance if unsure of anything is also important and girls will find their peers, Big Sisters and staff are more than happy to help. Being involved allows the girls to enjoy all aspects of Boarding life and social activity. Sometimes we have to advise girls not to take on too much!

Boarder Badges

All new Boarders receive a Boarder Badge on joining our Boarding Community. The girls wear their badges proudly as a symbol of belonging to our special community within St Hilda’s School.

Big Sisters

Years 12 & 11 girls have volunteered to be “Big Sisters” – they care for our new girls and also returning Boarders, all of whom are allocated a “Big Sister” and form a “Family” group. The Big Sisters will oversee the induction of our new Boarders, sit with their “family” at dinner one night per week and participate in activities together. Our Big Sisters are integral to our Boarding Culture, providing a friendly face and supportive shoulder for all the girls.

Competition Houses

All Boarders are allocated to one of three “Competition” Houses, in their Family groups. Introduced for the purpose of competition and activities designed to assist in the development of our culture, the winning House is awarded the BPSG Cup at the end of the year.

Please note, these Houses: Bedes, Albans and Cuthberts, are in addition to the residential houses and Day School houses – they are purely for Boarding.
SETTLING IN – PRACTICAL ADVICE!

New Boarders, especially the younger girls, may find organisation of personal belongings to be a challenge. Girls need to be able to keep their wardrobe and under-bed drawers in a tidy condition. Knowing how to fold clothes and store belongings in an organised format is a helpful skill. It is also beneficial for girls to be efficient at bed making and personal laundry. Girls love to compete in our “Tidy Room” competition!

Homesickness

Homesickness is perfectly normal for students living in completely new surroundings, or returning to Boarding from time at home. It is a natural response due to the loss of security, emotional support and the environment that home life represents for most young people. Parents often experience a degree of emotional upset that can result from the absence of their child, also.

In the early stages of adjustment, keeping busy at study or any of the co-curricular or extra-curricular activities that are available to students can be helpful, and students will be encouraged to become involved. Talking with Boarding Staff and/or other girls about their feelings often helps the homesick Boarder.

As previously mentioned, Boarders are encouraged to immerse themselves in social activities and groupings in order to develop a sense of belonging. Parents are encouraged to allow their daughter the time to do this. Surprisingly, contact with home can make matters more difficult for some. They need to be reassured of parental love and support, but excessive contact with home can be counterproductive.

We therefore encourage parents to read the following:

- Expect that homesickness is a passing phase of your daughter’s (and your!) adjustment to Boarding life
- Limit contact to that which will be the normal pattern of contact during the student’s stay in Boarding
- Be supportive and listen when contact is made, but direct your child to increased participation in school activities
- Realise that you will hear of, or experience, the worst of your daughter’s homesickness. Boarders will tend to text, email or call when they are feeling at their lowest. They may also tend to exaggerate the features of the Boarding School they don’t like in the hope they can come home!

- Recurrence of these feelings is quite common after the first few weeks or term holidays. However, it is usually overcome very quickly on returning to School. We encourage you to let your daughter experience the normal activities of the Boarding House, particularly during weekends and, therefore, suggest that you do not prolong the break
by taking them out too often during ‘settling in’ times. They need to develop a ‘sense of belonging’ in a social group.

• Please encourage your daughter to see her Head of House, the Deputy Head of Boarding, Head of Boarding, Nurse in the Health Centre or School Psychologist if these feelings seem to be reaching intolerable levels. Often discussing with someone not directly involved is of great assistance. Do not hesitate to make contact with your daughter’s Head of House if you have concerns.

• Sometimes girls face challenges in living in a community, following the routines/structures that are necessary for community living and in working through relationship issues; these are all normal experiences in growing to adulthood. At times, the natural response of a girl is to call home in the expectation that the parent will contact the School and solve her problems. We ask parents to discourage this response and encourage their daughter to speak to a member of staff and work through the situation, thus developing her problem-solving skills and resilience.
EXPECTATIONS & RESPONSIBILITIES OF LIVING IN A COMMUNITY

The girls in Boarding are guided by our Code of Conduct: Boarding which is a summary of the School’s expectations of every Boarder. These expectations are stated in the School rules, as detailed on the School’s website. These are in place to assist all to live together safely in our community, respectful of others and our environment. Human relationships should be characterised by care and concern for every person - students, staff and parents. A Boarding House is a community of people living together.

St Hilda's is an Anglican School. Its motto "Non Nobis Solum" (Not for ourselves alone) forms the basis on which regulations regarding behaviour are founded.

HEALTH CARE

The Health Centre Staff are an integral part of the Boarding School Staff team, all members of which are responsible for the wellbeing of the girls. House Staff and Nursing and Counselling Staff work closely together to support the needs of the girls. It is similarly important for families to work with the team to ensure the best possible care is provided for the girls.

Hours

Students may present to the Health Centre at any time during the following hours, with the exception of their scheduled dinner time and during the School Day, when a note is required from the class teacher:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>7:00 am to 8.30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7.00 am to 4.30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8.30 am to 12.30 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>3.30 pm to 8.30 pm</td>
</tr>
</tbody>
</table>

If a Boarder falls ill outside of these hours, the Staff will monitor and decide if it is necessary to organise for a doctor to visit, or the girl to be taken to a local Health facility for review.

Our School Doctor offers two clinics per week and the consultation is bulk-billed if students have a Medicare number. Otherwise the cost will be charged to the girl’s account.

International Students require Overseas Student Health Care Insurance and information regarding this can be obtained from Miss Kaitlin Barrell, International Connections Officer: (kbarrell@sthildas.qld.edu.au)

Emergency

In the case of an emergency, students will be taken to Gold Coast Private Hospital in Southport or Pindara Private Hospital in Benowa, if they have private health insurance. Both hospitals have a 24 hour Accident and Emergency Department. Without private health insurance, in an emergency, students are taken to Gold Coast University Hospital. The girl’s parents or
guardians will be contacted if there is a need to attend hospital, and should understand the wait to be seen at GCUH can be very long.

Medication

It is School Policy that all medication (clearly labelled), prescribed, over-the-counter, and naturopathic, is handed in to the Health Centre nurse. When students keep their own medication it can become accessible to others. In the case of illness, it is important for our staff to know of any medication a girl has been using.

Girls may not provide medication, prescribed, over-the-counter, or naturopathic to another student, even if the other student requests this. In the case of medications that may be required overnight (eg pain relief and emergency allergy treatment), the Registered Nurse gives the medication to the Boarding Staff and it is locked in the overnight medication box kept within each Boarding House. Medication includes prescriptions, vitamins, cough mixture, pain relievers, anti-histamines etc. Asthma inhalers, emergency allergy treatments (in small quantities), topical creams and nasal sprays may be kept in the student’s locked drawer in her room, with the knowledge of the Health Centre and Boarding Staff. Medication will only be administered with a doctor’s order (prescription medications) or written permission from a parent/legal guardian.

Any girl who needs to have an EpiPen with her, must be responsible for providing one device to the Health Centre and keeping one with her at all times.

Medical and Dental appointments

All medical/dental appointments for the Boarders should be made through the School Health Centre, as an Appointments Diary is kept and Health Centre staff are aware of the availability or otherwise of escorts, if required. If a parent is taking his/her daughter to a medical appointment and a further appointment is made, the parent is required to inform the Health Centre of the date and time so it can be recorded in the Health Centre Appointments Diary to avoid confusion with double bookings. All appointments, other than appointments with the local GP, must have parental permission by email to the Health Centre.

A medical escort is available Monday to Friday, 8.30am – 10.00am to escort students in Years 6 – 9 to medical appointments. Please do not make appointments out of these hours if your daughter requires an escort, as staff are unavailable during the day or when on duty in the afternoons. Years 6 – 9 students may attend medical/dental appointments unescorted with written parental consent, in some circumstances. A student in Years 10, 11 or 12 may be permitted to take herself to specific medical appointments after negotiation with the Head of Boarding and Health Centre Nurse, providing she has written parental consent.

Each student should have a keycard with a minimum balance of $150.00 in case she needs to attend an unplanned medical appointment and have prescriptions filled.

All students MUST be covered by medical insurance. Private hospitals will usually contact parents regarding payment for services prior to the provision of the service.

Illness

It is the School’s policy to send “contagious” Boarders (with an excludable illness) into the care of the nominated Emergency Contact person. Even if the illness is not “excludable”, the School may be advised by a medical professional to have the Boarder isolated or closely monitored.
Again, this may mean sending the Boarder into the care of the Emergency Contact person, or home. Where the Emergency Contact is unable to collect an ill Boarder in an acceptable timeframe, the School may need to engage an overnight Nurse if possible, at the parents’ expense and the cost shall be charged to the account.

**Excludable Illness**

To assist parents, please note the recommended minimum exclusion periods for infectious diseases for Schools (based on the National Health & Medical Research Council Guidelines) are advised in the table which follows. The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child care centres.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude for at least 5 days AND until all blisters have dried</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/Household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophillus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immun.-deficiency virus infection (HIV AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving rifampicin.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiousum fifth disease)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded unless considered necessary by public health authorities.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
<td>Exclude unimmunised Household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Professional Counselling Service**

St Hilda’s School provides initial professional counselling services with the School Psychologist for students and families with psychological issues. The School Counsellor is available to assist with challenges such as friendship issues and organisational skills. They are members of the School’s Welfare Team, and consequently work within a team-based framework. Where ongoing or extensive counselling is required by a student, the School will provide referrals to external agencies.

School Psychologist appointments are generally booked during the hours of 8:00am – 4:30pm, Monday to Friday, and are available to all students from Junior, Middle and Senior Schools. Miss Cody Boles is the School Psychologist and Ms Liz Giovas is the School Counsellor. They can be contacted via email at - psychologist@sthildas.qld.edu.au

Parental/Guardian consent for a referral to the School Psychologist is necessary for all Junior School students. Formal parent permission is not required for students in the Middle and Senior Schools; however, it is the responsibility of the School Psychologist to determine whether or not a young person is capable of understanding and is aware of what their involvement in engaging with the School Psychologist entails. Students should be informed of the limits to confidentiality prior to the beginning of a counselling service.
SAFETY
Safeguarding Students Policies

STATEMENT OF COMMITMENT

Anglican schools support the rights of all children and young people and are committed to ensuring the safety and wellbeing of students attending an Anglican school. Anglican schools will provide a safe and supportive living and learning environment for students and will ensure staff, volunteers and visitors model and encourage behaviours that uphold the dignity, safety and wellbeing of students. Anglican schools will ensure they:

- provide an appropriate and timely response to all allegations of harm to a student resulting from the conduct, action or inaction of any person, including staff and volunteers;
- comply with all legislative obligations and student protection policy and procedural requirements; and
- support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.

Safeguarding Students Policies

The Diocese of Brisbane and St Hilda’s School are committed to the wellbeing and holistic development of students. This policy, together with the Diocesan Code of Conduct, applies to all Anglican Schools. It encourages and supports the Schools in their commitment to offering a safe, supportive and ethical environment for students.

St Hilda’s School Pre-Preparatory and OSHC (Outside School Hours Care) Safeguarding our Students Policies and Procedures may be found under the Pre-Prep section of the website.

St Hilda’s School Principal,
Dr Julie Wilson Reynolds

The School’s Child Protection Policies and Procedures are available on the School’s Website under Governance/Safeguarding our Students:
https://www.sthildas.qld.edu.au/governance/safeguarding-students-policies/
Who is here to help our Boarders?

Boarding School students:

If you have any concerns at all or you feel unsafe while you are at St Hilda’s, there are people here with whom you can speak and who will help you. This includes during the day, during the night and on weekends and in school holidays.

DAY SCHOOL

In the Day School, the following people are our Student Protection Officers:

Deputy Principal Ms Wendy Lauman
School Psychologist Miss Cody Boles
School Counsellor Ms Liz Govias
Head of Senior School Mrs Caroline Brodar
Deputy Head of Junior School Mrs Melissa Wilkins
Coordinator PP-Year 2 Ms Katherine Holmes
Head of Athena & Director of Pre-Preparatory Mrs Lisa Cleverly

Our Principal, Dr Wilson Reynolds is also available for you.

BOARDING SCHOOL

In Boarding, the following people can help you

Head of Boarding Mrs Boyle
Deputy Head of Boarding Mrs Rigby
Heads of House Ms Abbotts, Ms Ashton,
Mrs Egan, Ms Richards
Boarding supervisors Ladies who are on duty with you
Health Centre Nurses Sr Judy, Sr Tiff, Sr Frankie,
Sr Sally, Sr Rachel

Whilst not all staff are on site in Boarding during the night and weekend, there will always be someone available, and you can ask a person on duty to find someone for you.

If you are an international student and going to homestay for the holidays, you will be given contact numbers to call should you need assistance.

Always know there is someone here to help you.

Some useful contact numbers of support organisations outside of School who can help if you are worried:

<table>
<thead>
<tr>
<th>Kids Helpline</th>
<th>1800 55 1800</th>
<th>Headspace</th>
<th>1800 650 890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyond Blue</td>
<td>1300 22 4636</td>
<td>Lifeline</td>
<td>13 11 14</td>
</tr>
</tbody>
</table>
EVACUATION AND LOCK DOWN

In the Boarding School we take the safety and wellbeing of the girls most seriously. All girls practise evacuation and lock down procedures to ensure their safety. Girls are expected to take these practices seriously and co-operate fully. If a fire alarm is the result of negligence on the part of a Boarder, and the Fire & Rescue Service is called out, then the full charge will apply to the parent account.

Prohibited Items

To ensure the safety of all members of our Boarding community, girls are not permitted to have any flammable or dangerous items in the Boarding School at any time. Such items include, but are not limited to:

- Chewing gum
- Cigarettes
- Alcohol, drugs
- Knives
- Flammable goods such as methylated spirits or turpentine. (If these are needed for a specific school subject they must be given to the Head of House for safe storage.)
- Matches
- Candles
- Any DVD or video with a rating that is not in keeping with the age guidelines as stated by the Censorship Board.
- Any material that is at variance with the Anglican ethos of the School.

Electrical Safety

For the safety of our Boarders, electrical equipment that is used in the Boarding House must be in good condition. Boarders must give to staff, any electrical equipment that is broken, or has frayed cords or exposed wires, for safe disposal. At the beginning of Term 1 all electrical equipment will be tested and tagged. At the beginning of every other Term, new items will be tested and tagged. Appliances that are considered unsafe will be decommissioned. Signs explaining safe use of electrical equipment are displayed in the Boarding Houses for our Boarders. When you bring any appliances into our Boarding House, it must be given to staff for testing or it will be removed for testing by our assigned testing officer before it can be used.

We regret that for safety reasons, diffusers are not permitted in the Houses.

Test and Tag Procedure

- An Electrician will conduct Compliance Testing in accordance with the Electrical Safety Regulations and Australian Standards.
- Testing and tagging of Boarding equipment will be conducted by a competent person (a person who has acquired, through training, the knowledge and skill to inspect and test electrical equipment) within the first 2 weeks of each school term.
- Girl’s electrical equipment will be left in a designated area to be tested and tagged. It is each individual Boarder’s responsibility to leave items to be tested and tagged in the appropriate place on morning of testing.
• After all testing has been completed, any electrical items without a tag will be held by Boarding Staff until tagging has occurred.
• New electrical equipment which is brought into Boarding during the term must be left with Boarding Staff, and is not able to be used until it is tested and tagged.
• Tags are valid until the end of the school year, and then have to be removed.
• Should Boarding Staff notice any damaged electrical items, they will remove and request testing to determine their safety before they can be used again.

SECURITY

Each Boarding House is equipped with an up-to-date electronic alarm system to ensure that the girls are safe and secure. The Boarding School staff must know where each girl is at all times. It is the girls’ responsibility to see that their movements are recorded with the staff on duty and on Boardingware before they leave their Boarding House and when they return.

STUDENT LEADERSHIP IN THE BOARDING SCHOOL

Head Boarder

The Head Boarder has significant responsibility for the tone of the Boarding School. She leads the Boarder Student Council, encourages the girls in fundraising and organises any rosters for the Boarder Prefects, including assistance with supervision of meals and Chapel rosters. The Head Boarder meets regularly with the Boarding Prefects and the Head of Boarding.

Boarding Prefects

Boarding Prefects hold Prefect status in the Day School. They are responsible for the leadership of the Boarders and their roles will be further developed in 2019 so they are able to contribute to the organisation and smooth running of the Boarding School.

Boarder Student Council

The Boarders’ Council represents students from every year group of the Boarding School and meets to organise recreational activities and offer suggestions about different aspects of life in the Boarding Community. The Head Boarder chairs the group. The Deputy Head of Boarding attends these meetings, as do the Head of Boarding and Head Chef on occasion.

Boarding Values and Character Awards

Our Boarding Values and Character Awards recognise development of character in our Boarders, which we prize. Linking to our Strategic Platforms of Learning, Enriching, Sustaining and Engaging as well as our Values of Love, Compassion, Forgiveness, Hope and Grace, a
hierarchy of certificates is in place, culminating with a Boarder's name being placed on the Honours Board after receiving four Values Certificates.

**Boarding Angels**

Boarding Angels are awarded at Boarders' Chapel by the Head Boarder. They are given to girls who have shown their acceptance of the School motto, Non Nobis Solum, Not for Ourselves Alone, in their actions and words in the Boarding School.

**Meetings**

House meetings are held in House Common Rooms and are mainly organizational meetings but also provide a forum for addressing questions or issues as they arise. They are conducted by the Head of House.

We hold regular full Boarding House meetings and activities on Sunday evenings (dates previously advised). These meetings were introduced in 2017 to assist us in enhancing our community and enable us to enjoy each other’s company, discuss matters, provide information and participate in activities together and share our stories. The four Houses will take responsibility for the organisation of these meetings.

**PARENT SUPPORT GROUP**

The aims of the St Hilda's Boarder Parents Support Group (BPSG) are:

- To raise the profile of Boarders within the School
- To raise the profile of St Hilda's Boarding outside the School
- To encourage communication between Boarding families
- To support the Boarding staff

The BPSG works to enhance Boarding facilities for the girls and to address any areas that could be improved through consultation with families and staff. Exchange of ideas aimed at enhancing the happiness and care of Boarders comes from the active BPSG. The group meets at social functions, Chapel services and school celebrations throughout the year.

Individual concerns regarding Boarding and/or the girls should be raised directly with the Boarding staff as these are outside of the scope of the BPSG. Generally, the Head of House is the first “port of call” for such communication.
The Boarder Parents Support Group meets four times per year. The meeting is held on the day after Boarders’ return for start of each new term, with the exception of the Term 3 meeting which is held on the afternoon of the Boarders’ return. Meetings are held in the main Administration building of the School – James Administration. Parents unable to attend in person are most welcome to arrange a conference call with us. The dates of these meetings are listed on the School Calendar and below:

2019 Meeting Dates
- Wednesday 30 January 2019, 9.00am to 10.00am
- Wednesday 24 April 2019, 9.00am to 10.00am
- Monday 15 July 2019, 4.00pm-5.00pm
- Wednesday 9 October 2019, 9.00am-10.00am

VISITORS TO BOARDING SCHOOL

Boarders may receive visitors during Boarders’ Reception hours but not during Prep time or meal times.

Visits take place in Boarders’ Reception, in Central Courtyard or on the front lawn. Members of the immediate family may visit without prior notice. When possible, visitors should give prior warning of their visit so that girls may be forewarned, and will thus be easily located.

Visitors are asked to behave respectfully at all times, just as they would if visiting the girls in their own homes. They are required to abide by School policies and procedures and respond positively to directions of staff.
WELFARE OF OTHERS

In the Boarding House

At all times girls must be considerate of the welfare and wellbeing of others in the Boarding School. The Boarding Staff will strive to ensure that this occurs. Girls must make sure that none of their activities intrude upon others, nor make others feel uncomfortable. If girls feel uncomfortable about any action or statement by another girl or a staff member they should try to speak to the person initially, or seek the help of Boarding Staff or their Boarding Head of House. Often we are unaware of the impact our words or actions may have on others and whilst they may have been unintentional, we need to be reminded to consider others.

Girls are encouraged to form friendships in both the Boarding School and the Day School. In all instances, respect for others is the key to a happy school and Boarding life. Day girls are welcome to visit Boarders in the Houses, and they sign in and out at Boarders’ Reception. This procedure protects the privacy of the other Boarders.

Similarly, fathers and brothers are welcome to assist the girls with their luggage on the first day of term by carrying it to the Houses, but in order to respect the privacy of the girls, they are not permitted to be present in the Houses at other times. Other female family visitors must speak with Boarders’ Reception to ascertain if it is appropriate for them to visit the Houses. Again, this is to protect the privacy and safety of all Boarders and to comply with Child Protection Legislation.

In the School

The Boarding Houses function as the girls’ ‘term-time’ home. For this reason all Boarders must accept and respect that incidents and information disclosed or shared in Boarding are not for discussion with others in Day School. Girls may share information about their private lives with other girls in the Boarding House, in a spirit of trust, and it is important that their privacy is respected.

In Australia

The Senior Boarders and staff are very keen on enhancing our culture of service in the Boarding School. They are planning activities to do so. Boarders currently support the Mothers’ Day Classic held on the Gold Coast, as well as Clean Up Australia Day and Colour Run. Along with the numerous service activities run in the Day School. At our Christmas Dinner we ask the girls to participate in a collection of goods – the past two years have seen us collecting items to support *Drought Angels* in its work responding to need as a result of the current drought.
The girls have been visiting residents at Arcare Helensvale on a monthly basis (Sunday afternoon) and these visits have been thoroughly enjoyed by all: students, residents and staff. Yalari Scholars raise funds to support the provision of scholarships for Indigenous Students by the Yalari Foundation. Boarders also march each year in the Southport Anzac Day March.

In the World at Large

The Boarders sponsor a World Vision child, through the proceeds of the Boarding (Whitby) shop.

Charity Fund Raising

Girls are encouraged to develop and implement ideas for raising money for charity. This is an important part of the development of leadership potential as it involves taking the initiative, inspiring others and creating a process that ensures a positive outcome.
WORSHIP

Local Churches

If students wish to attend local churches, this can be arranged. Parents should contact the Head of Boarding so that appropriate arrangements can be made.

Chapel

It is important that as a Christian community, we come together as a group at regular times to celebrate what has been happening within our community, to pray together, to reflect, and to challenge each other’s growth both intellectually and spiritually. In our celebration of Eucharist we listen to and open the word of God, we break bread and share it with each other. In doing this we are reminded that we, like Jesus, are bread “for the life of the world”.

All Boarders are expected to attend the weekly Boarding School service held in the School Chapel. This is an important community time of coming together and the girls are encouraged to participate in the liturgy simply by their presence, as well as with their special talents, e.g. leading singing, dancing, assisting with preparation, reading, drama and serving as Eucharistic ministers. Chapel is held on Thursdays from 5.30-6pm and all Boarders are expected to be present, meaning no leave or tutorials or training should be organised for this time.

Boarders’ Parents and Friends are most welcome to join us for the Service and stay for our meal afterwards.

ACADEMIC MATTERS

General Academic Matters

The oversight of all academic matters for the girls, rests with the Day School; however, the Boarding and Day Schools work very closely to support the girls in their academic pursuits. If parents have any questions or concerns please contact your daughter’s Head of Year or class teacher (Year 6) in the Day School, in the first instance. Each Boarding Head of House is in regular contact with the relevant Head of Year, or class teacher (Year 6) in the Day School. In this way any matters of concern or actions worthy of praise are easily communicated between the two schools.

Formal Prep Conditions

Prep is an integral part of each Boarder’s academic program. The girls use the time to complete homework and assignments, undertake general revision, and to prepare for tests and assessments. We also encourage the girls to read widely and this can be done when prep has been completed.

Boarding Staff supervise formal Prep times ensuring there is a quiet atmosphere conducive to study. We endeavour to appoint university students or staff with teaching qualifications as tutors to assist the girls during their Prep time. The Boarding School conducts formal Prep for Boarders as follows:
<table>
<thead>
<tr>
<th>Year Level</th>
<th>Recommended Prep Time</th>
<th>1st Prep (times may be varied by staff to meet the needs of the girls)</th>
<th>Dinner</th>
<th>2nd Prep</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 6 &amp; 7</td>
<td>50 – 60 minutes/night</td>
<td>4.30 – 5.55pm Varying times dep on commitments</td>
<td>6.00 – 6.30pm</td>
<td>6.30 – 7.30pm</td>
<td>Yr+ 6 in McCulloch, Yr 7 in Library (at discretion of staff)</td>
</tr>
<tr>
<td>Year 8</td>
<td>60 – 90 minutes/night</td>
<td>4.30 – 5.55pm Varying times dep on commitments</td>
<td>6.00 – 6.30pm</td>
<td>6.30 – 7.30pm</td>
<td>Library</td>
</tr>
<tr>
<td>Year 9</td>
<td>60 – 90 minutes/night</td>
<td>4.30 – 5.55pm Varying times dep on commitments</td>
<td>6.00 – 6.30pm</td>
<td>6.30 – 7.30pm</td>
<td>Library</td>
</tr>
<tr>
<td>Year 10</td>
<td>90 – 120 minutes/night</td>
<td>5.30 – 6.35pm</td>
<td>6.40 – 7.10pm</td>
<td>7.15 – 8.15pm</td>
<td>Choice of bedroom or Library</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>Minimum 2 hours/night including W/E</td>
<td>5.30 – 6.35pm</td>
<td>6.40 – 7.10pm</td>
<td>7.15 – 8.30pm with optional 3rd Prep from 8.30pm</td>
<td>Choice of bedroom or library</td>
</tr>
</tbody>
</table>

Staff will exercise discretion with Prep times and support the needs of the girls, which will vary depending on their activities and the time of the term. These timeframes will provide for effective “blocks” of time for the girls to undertake their homework and plan their time successfully. With effective use of these structured Preps to meet homework, assignment and examination revision needs, the girls should be able to complete their work during these times; however, as girls move into older grades, they will need to work on weekends in order to fulfil requirements and achieve the best possible outcomes. Similarly, younger girls may need to work on homework during the weekends. Whilst the older girls are able to work quietly in their rooms after official Prep times, they should all aim to be in bed by 10pm to enable them to get 8-9 hours’ sleep each evening.

**Venues for Study**

McCulloch and Whitby girls have supervised Prep in the Library or in their room. Darragh girls have the choice to work in their own rooms, Common Room or the Library. Darragh girls wishing to use the Library during Prep must inform the Boarding Staff and sign out in their House. Upon return to the House, girls sign themselves back in and inform the Boarding Staff they have returned. The Library is a place conducive to quiet study and/or group work. Girls are expected to use the facility for study purposes only, during Prep times.
Library Hours for Boarders

Monday to Thursday  7.00 am – 8.30 pm
Friday               7.00 am – 4.30 pm
Sunday              2.00 pm – 5.00 pm

Tutorial and Additional Assistance

St Hilda’s Teaching Staff from the English, Mathematics, Science and Humanities Faculties provide academic support at after-school tutorials. The girls are encouraged to take advantage of this support.

Individual teachers are always willing to assist girls who ask for help. If any girl would like help, she should speak to her teacher or Day School Head of Year. Girls should not wait until the “last minute” to seek help but should speak with their teachers as soon as they have concerns. This will allow plenty of time for the teachers to assist and solve problems in the early stages.

Teachers are very busy and so girls need to expect that any request for lengthy assistance will need to be planned in advance. The Learning Enhancement Co-ordinator is always willing to help girls who need support or extension. All Middle and Senior School girls may attend the “Homework Club” run after School in the Day School for assistance and Year 7 Boarders are especially encouraged to attend as an extra source of support.

The Boarding School employs tutors who are often also resident in the Boarding Houses to assist the girls during Prep time and at other times by arrangement.

St Hilda’s Tutorial Academy

To further support the academic needs of the students of the School, the School has established a Tutorial Academy which operates on the School’s campus Monday to Thursday from 6:00 – 8:00pm. The St Hilda’s Tutorial Academy offers paid tutorials to those students in Years 7-12 who wish to pay for this extra service. Boarders are not able to bring any “outside” tutors on to the School Campus. Boarders in Years 6-12 engaging “outside” tutors must meet off-campus, meeting the usual leave requirements if they do not wish to utilise the St Hilda’s Tutorial Academy.

Further details regarding the Tutorial Academy are available on the School’s website. Any additional questions may be directed to Ross Boyle, Head of Learning and Teaching (rboyle@sthildas.qld.edu.au).
STUDY SKILLS HANDBOOK


Secondary students have access to 43 units which allow them to discover techniques to assist them to learn more efficiently and effectively.

To use the site, students LOGIN with the SCHOOL username and password. Details of the username and password are available from the Head of Middle School and Senior School as well as THRIVE SUCCEED teachers.

Boarders take advantage of the myriad of educational opportunities at the School, including certificate and diploma course as well as QCAA courses.
COMMUNICATION

General

Good communication is a significant factor in the development of the important relationships between our Boarding School and our girls and their families. We aim to keep families well-informed about happenings and life in the Boarding School and share information about the girls’ experiences and progress. We understand that parents love to see photos of their daughters and our Heads of House send photos and updates to families during the year. This brings families so much closer to their girls.

From time to time families and Boarding staff need to work together to assist and support the girls through their time at school. The development of positive, respectful and open relationships assists at these times as does the mutual understanding that we all desire the best outcomes possible for the girls. The Boarding School works very closely with Day School where appropriate to facilitate such outcomes.

A Head of House is assigned to each House and is the first person to contact for a chat about your daughter’s progress or about any general issues that arise. It is very helpful for the Head of House to understand and be kept informed about each student’s family life and background. We encourage parents/guardians to maintain regular contact with staff.

We are very sensitive to the personal nature of confidential information that is shared with our staff. All efforts are made to keep matters confidential, as and if appropriate. If we are not aware of a situation, however, we may not be able to take the action that will help your daughter in a difficult time.

From time to time, parents need to share difficult news/information with their daughters. Whilst we understand that families like to keep such information to themselves, experience has shown us that letting the Boarding Staff know prior to a phone call or visit during which such information will be provided to a girl, allows the staff to support your daughter. Of course, the staff member will not disclose the information but can be present with your daughter when she receives the information and can organise a private area for her. This allows us to provide ongoing care for your daughter and support for your family.

Parents are reminded that staff are not always available to take calls or respond to emails or messages immediately, or even within a few hours. This is particularly so when a member of staff is “off duty”. If the reason for the contact is pressing and the member of staff cannot be contacted, the Deputy Head or Head of Boarding can be contacted during the week. Boarders’ Reception staff may also be able to assist. On weekends, a Head of House or the Deputy Head or Head of Boarding is on call and can be contacted for urgent issues.
Current information

It is very important that parents/guardians keep the Boarding School updated with information that is helpful and contributes the wellbeing of your daughter. This is particularly so for the following:

- Change of address
- Change of contact number(s)
- Changes to medical information
- Medical conditions, allergies, illnesses, immunisations, permissions for medications
- Changes to Medicare and/or Private Health details
- Absence of parents/guardians eg on holidays
- Living arrangements, court orders

Emergency Contact Person (Local Carers)

ALL Boarders must have an emergency contact person or guardian. Prior to the start of the School year, parents complete the Emergency Contact section of the Student Health Record. The parent will be contacted if a student needs to be removed from the School and arrangements will be made to collect the child. If the parent is not available in a time frame that is acceptable to the Head of Boarding, the Emergency Contact Person will need to collect the child. At times a Boarder will need to be removed from the Boarding School for her welfare or the welfare of others, including for reasons of illness.

Communication between Day and Boarding Schools

The Boarding staff strive to ensure effective communication between the Day and Boarding Schools. At times it is important for the Day School staff to be informed about events, actions and issues in the Boarding School. The passing on of information of this nature will be at the discretion of the Senior Boarding Staff, and in order to provide the best possible care of the girls.
HANDY CONTACTS FOR FAMILIES

Head of Boarding: Mrs Annette Boyle
Phone: 07 55 777 219
Mobile: 0418 397 801
Email: anboyle@sthildas.qld.edu.au

Deputy Head of Boarding: Mrs Amanda Rigby
Phone: 07 55 777 371
Mobile: 0420 372 499
Email: arigby@sthildas.qld.edu.au

Head of House - McCulloch: Miss Sue Ashton
Phone: 0424 443 040
Email: sashton@sthildas.qld.edu.au

Head of House - Whitby: Ms Nicola Richards
Phone: 0414 306 057
Email: nrichards@sthildas.qld.edu.au

Head of House – Darragh 1: Mrs Victoria Egan
Phone: 0452 403 697
Email: vegan@sthildas.qld.edu.au

Head of House – Darragh 2: Mrs Gail Abbotts
Phone: 0417 758 103
Email: gabbotts@sthildas.qld.edu.au

School Health Centre Mrs Judy Chorley (Co-ordinator)
Phone: 07 55 777 207
Email: boardinghospital@sthildas.qld.edu.au

School Psychologist and Miss Cody Boles and Mrs Liz Giovas
School Counsellor Email: psychologist@sthildas.qld.edu.au

Chapel Services Fr Patrick Duckworth (St Hilda’s Chaplain)
Phone: 07 5532 4922
Email: pduckworth@sthildas.qld.edu.au
Head of Senior School  Mrs Caroline Brodar  
Phone: 07 55 777 282  
Email: CBrodar@sthildas.qld.edu.au

Head of Middle School  Mrs Susan Sanburg  
Phone: 07 55 777 267  
Email: ssanburg@sthildas.qld.edu.au

Head of Junior School  Mrs Tracey Maynard  
Phone: 07 55 777 287  
Email: tmaynard@sthildas.qld.edu.au

Boarders’ Reception:  
Phone : 07 55 777 370  
Fax: 07 55 777 329  
Email: BoardersR@sthildas.qld.edu.au

Boarders’ Reception Hours  
Every day (7 days) during term time 7.00 am – 9.00 pm

Weekend On Call (for urgent matters)  
Phone: 07 55 777 239

ADDRESSES

Mail  
Mail is delivered to the School each day and outgoing mail is posted each day. Mail to Boarders should be addressed as follows:

Letters  
Student Name  
Name of Boarding House  
St Hilda’s School  
PO Box 290  
SOUTHPORT QLD 4215  
AUSTRALIA

Parcel delivery to the School  
Student Name  
Name of Boarding House  
St Hilda’s School  
Gate 2, Cougal Street  
SOUTHPORT QLD 4215
COMMUNICATION WITH YOUR DAUGHTER

It is important that parents/guardians keep the lines of communication open with their daughter, and with modern communication and social media such contact is instantaneous – for good and bad! In the days when letter writing was the main means of communication, students had time to reflect on matters before contacting parents. Now, Boarding Staff are concerned that mobile phones may enable students to eliminate them from important matters relating to their welfare. Spontaneous emotional reactions are often natural and Boarding Staff would like to be supportive of situations like this.

Therefore, we encourage parents/guardians to maintain regular contact with staff. Again, please make sure that you inform the Head of House about significant events or issues in your daughter’s life. Email is a swift and effective method of communication in most instances, but we are just a phone call away for more urgent concerns. Again, such knowledge allows us to enhance our pastoral care of your daughter.

Newsletter and Website

School activities are on the School website and information is shared in the Newsletter, which gives parents and guardians information relating to the School and activities and events. Often the Head of Boarding communicates with Parents/Guardians about Boarding School “happenings” or provides information which may be of interest to families.

St Hilda’s Daily Correspondence

Information is emailed to parents via a daily email from St Hilda’s Correspondence with links to Parent Lounge and this provides parents with necessary information at the end of each day. For your convenience, all of the hyperlinked documents as well as all current correspondence are accessible on Parent Lounge via the Correspondence portlet located on the Homepage.
Photo Gallery

Photos of everyday happenings, outings or significant events are accessible on our Website so that parents can see their daughters in action in their school setting. Heads of House often email photos home as well, which allows families to see what has been happening in Boarding. This is another way of maintaining this important contact between Boarding and families.

Facebook

We are very excited about our St Hilda’s Boarders’ Facebook page. Always looking for fast and easy ways to share the everyday and the extra special moments with our community, we hope this page allows families and friends of our Boarders to feel more in touch with their special girls!

https://www.facebook.com/pages/St-Hildas-Boarders/596270710419571

In your Facebook account, use the link above or search using our group name ‘St Hilda’s Boarders’ for this page, hit ‘Like’ and you will get the latest updates from our page! We post regular pictures, videos and information for those at home to follow and enjoy.
IMPORTANT DATES IN THE BOARDING SCHOOL

Term & Travel Dates 2019

Term 1: Wednesday 30 January – Thursday 4 April
Boarding Houses open Tuesday 29 January at 11.00am for new Boarders only & 1pm for returning Boarders
Boarders Travel after 3.30pm Thursday 4 April or prior to 11.00am on Friday 5 April

Term 2: Wednesday 24 April – Thursday 20 June
Boarding Houses open 11am Tuesday 23 April
Boarders Travel after 3.30pm Thursday 20 June or prior to 11.00am on Friday 21 June

Term 3: Tuesday 16 July – Thursday 19 September
Boarding Houses open 11am Monday 15 July
Boarders Travel after 3.30pm Thursday 19 September or prior to 11.00am on Friday 20 September

Term 4: Wednesday 9 October – Thursday 28 November
Boarding Houses open 11am Tuesday 8 October
Last Day for Year 12 students is Friday 15 November
Boarders Travel after 12.30pm Thursday 28 November or prior to 11.00am on Friday 29 November

Public Holidays 2019

New Year’s Day Holiday Monday 1 January
Australia Day Saturday 26 January: observed: Monday 28 January
Good Friday Friday 19 April
Easter Monday Monday 22 April
Anzac Day 25 April (Boarding Houses open)
Labour Day Monday 6 May (Boarding Houses open)
Gold Coast Show Day Friday 31 August (Boarding Houses open)
Queen’s Birthday Monday 7 October
Christmas Day/Boxing Day Wednesday 25/Thursday 26 December

Other

Panel Verification Day (Pupil Free Day) Monday 22 October (Boarding Houses open)
Special Dates of Which to be Aware

In order to facilitate and grow Boarding House community time and activities, the following occasions have been identified for particular activities. Unless there are exceptional circumstances, girls are expected to adhere to these times and dates, as part of their commitment to living in our community.

2019 Connect Weekend

Many Boarding Schools hold “Closed” Weekends for Boarders for a variety of reasons. At St Hilda’s, such weekends are important to us as they allow for building our community, welcoming new girls, developing cross-year level relationships and holding activities which involve all the girls. Families are asked to support the spirit of these weekends by not requesting leave for their daughter.

From **3.30pm Friday 1 February – 7pm Saturday 2 February** no leave will be granted to the girls, so they are able to participate in the planned activities. Again, parents and girls are asked NOT to request leave for this time.

From **3.30pm Friday 15 November – 9pm Sunday 17 November** will be a “closed” weekend. Unless Boarders are out with their parents – this is Schoolies’ Weekend on the Gold Coast and we do not allow girls to take leave with anyone other than their parents due to the nature of activities on the Coast at this time. Parents are expected to co-operate with the spirit of this requirement. No shopping leave is granted on this weekend.

Please note that Test Block leave is restricted to the Southport precinct – Australia Fair and Ferry Road Shops and to a two-hour time limit. This is especially the case for the week of Schoolies.

**Sunday night 7pm returns for all Boarders (for House activities)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 February</td>
<td>15 September</td>
</tr>
<tr>
<td>17 March</td>
<td>13 October</td>
</tr>
<tr>
<td>26 May</td>
<td>24 November</td>
</tr>
<tr>
<td>21 July</td>
<td></td>
</tr>
</tbody>
</table>

**Special Boarding School Dinners (5.30-7pm)**

- Thursday 14 March
- Tuesday 28 May
- Thursday 31 October: Boarding School Christmas Dinner & Farewell to Year 12 Boarders
- Wednesday 13 November: Boarding BBQ and Farewell to Year 12 Boarders

Parents are asked to avoid requests for leave for their daughters during these times, which are significant events in Boarding. The girls are expected to attend.

Parents are again advised that Boarding School Chapel (5.30-6.00pm) on Thursday evenings is an important community time and requests for leave or organisation of tutors or training sessions for this short period of time, are to be avoided.
STUDENT LIFE IN THE BOARDING HOUSES

Usually, the girls are most interested in how their days will run! They want to know “what will happen”! To enable our large community to live and work together, like any family, we have routines to assist us:

**Daily Routines**

Shown below are the Schedules of a “normal” weekday and weekend.

### School Day Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00 - 6.55 am</td>
<td>Early wake up calls for those who have study, sport, music commitments</td>
</tr>
<tr>
<td></td>
<td>Where possible earlier wake ups for those undertaking School sport training are provided</td>
</tr>
<tr>
<td>7.00 - 7.50 am</td>
<td>Progressive Breakfast. Girls who train for sport in the morning can access breakfast till 8.15 am</td>
</tr>
<tr>
<td>7.00 am</td>
<td>Everybody out of bed!</td>
</tr>
<tr>
<td></td>
<td>Beds to be made, bins emptied, personal areas to be cleaned and tidied, showers and personal duties completed</td>
</tr>
<tr>
<td>By 8.05 am</td>
<td>All Boarders should have left the House</td>
</tr>
</tbody>
</table>

**Boarding Houses closed until 3.25pm**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.20 am</td>
<td>School Begins</td>
</tr>
<tr>
<td>10.20 am</td>
<td>Years 7 - 12: MORNING TEA</td>
</tr>
<tr>
<td>12.40 pm</td>
<td>Years 7 - 12: LUNCH</td>
</tr>
<tr>
<td>3.25 pm</td>
<td>School finishes, Boarding Houses Open, Afternoon Tea</td>
</tr>
<tr>
<td>3.25 pm</td>
<td>Study or leisure time, all extra/co-curricular activities</td>
</tr>
<tr>
<td>4.30 – 5.55pm</td>
<td>First Prep (varying times for Yrs 6-9 depending on their commitments)</td>
</tr>
<tr>
<td>5.30 – 6.35pm</td>
<td>First Prep (varying times for Yrs 10-12 depending on their commitments)</td>
</tr>
<tr>
<td>5.50 – 6.30pm</td>
<td>DINNER in the Dining Room for Years 6 - 9</td>
</tr>
<tr>
<td>6.30 – 7.10pm</td>
<td>DINNER for Years 10-12</td>
</tr>
<tr>
<td>6.30 – 7.30 pm</td>
<td>Second Prep for Years 6 -9</td>
</tr>
<tr>
<td>7.15 – 8.15pm</td>
<td>Second Prep for Year 10</td>
</tr>
<tr>
<td>7.15 – 8.30pm</td>
<td>Second Prep for Years 11 and 12</td>
</tr>
<tr>
<td>7.30– 8.30 pm</td>
<td>Down time, shower time and time for phone calls, especially to home for Years 6-9</td>
</tr>
<tr>
<td>8.30 - 9.00 pm</td>
<td>Years 6 - 8 Bed where they can read or listen to music</td>
</tr>
<tr>
<td>8.30 - 9.30 pm</td>
<td>Years 9 - 12 Optional Third Prep/down time, shower time etc</td>
</tr>
<tr>
<td>9.30 pm</td>
<td>All Houses quiet with optional further Prep or Bed for Years 10/11/12.</td>
</tr>
</tbody>
</table>
**Wake-up Time**

Girls wishing to rise before the required time of 7.00am on school days may nominate their wakeup time on the form provided. Younger Boarders may request an early wakeup time from 6.00am at which time staff are on active duty. Senior Boarders may use the alarm on their mobile phone.

**Weekend Schedule: Saturday and Sunday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.30 am - 7.45 am</td>
<td>Early wake-up calls possible for girls who have study, sport or music commitments</td>
</tr>
<tr>
<td>8.00 am</td>
<td>BREAKFAST In-House</td>
</tr>
<tr>
<td>9.00 am -12.30 pm</td>
<td>Leisure, Personal Tasks, Organised Activities/Sport</td>
</tr>
<tr>
<td></td>
<td>Senior Boarders: Optional Shopping (9.30am – 12.30pm or 1.00 – 4.00pm)</td>
</tr>
<tr>
<td>1.00pm (12.30 pm)</td>
<td>LUNCH. All girls In-House must attend. Time may vary due to weekend activities</td>
</tr>
<tr>
<td>8.15 am – 5.45 pm</td>
<td>Organised outings, sporting or cultural commitments. Optional Study, rest, relaxed activities with fellow Boarders. Sports Complex (Gym), Pool, Computer Rooms and Library may be open at various times over the weekend. Music rooms are available all weekend for interested girls. Receive Visitors in Boarders’ Reception or Central Courtyard</td>
</tr>
<tr>
<td>6.00 pm</td>
<td>DINNER in the Dining Room. All girls attend. Takeaway on Saturday – girls eat In-House</td>
</tr>
<tr>
<td>7.00 - 10.00 pm</td>
<td><strong>Friday:</strong> Activities in House or off-site</td>
</tr>
<tr>
<td>7.30 pm <strong>Sunday</strong></td>
<td>Girls on Leave should be signed in by Parents or Hosts by this time.</td>
</tr>
<tr>
<td>7.30pm <strong>Sunday</strong></td>
<td><strong>FOCUS TIME</strong> – all Boarders prepare for the school week ahead.</td>
</tr>
<tr>
<td>9.00 pm/9.30pm</td>
<td><strong>Sunday Years 6 -10:</strong> All girls in bed and all lights out so that girls have a good night’s sleep before the start of the next busy week.</td>
</tr>
<tr>
<td>7.45am <strong>Monday</strong></td>
<td>Girls on leave can be returned on Monday morning dressed in uniform ready for the school day.</td>
</tr>
</tbody>
</table>
Rosters

As in most families, the girls contribute to the smooth running of their House. In all Houses the girls are placed on rosters for Laundry, Kitchen and Common Room duties. Fulfilling a roster duty is part of being a member of the St Hilda’s Boarding Community.

CLOTHING AND EQUIPMENT

Requirements/Recommendations

Girls are encouraged to plan their own casual wardrobe, recognising that hanging space is limited. Girls should provide their own personal toiletries. Footwear is to be worn at all times outside the Boarding Houses. It is essential that all belongings are named clearly.

We hope the following list assists girls with their packing:

“What to Bring List” for Boarding

<table>
<thead>
<tr>
<th>Day-to-Day</th>
<th>Chapel/Special Outing Occasions/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pair casual closed shoes</td>
<td>2-3 Dresses, skirts and blouses (of modest design), or smart trousers; These are not to have shoestring straps, low-cut or mid-riff tops or “short” shorts</td>
</tr>
<tr>
<td>1 Pair casual shoes (sneaker style)</td>
<td>1 Pair of Smart Dress Shoes (for outings/formal occasions)</td>
</tr>
<tr>
<td>1 Pair scuffs / slippers</td>
<td>Miscellaneous Items</td>
</tr>
<tr>
<td>2 Sets winter weight nightwear</td>
<td>1 Washing Basket (available at discount stores)</td>
</tr>
<tr>
<td>1 Jumper</td>
<td>Facecloths 1 Doona and 2 Quilt Covers 1 Pillow, 1 pillow protector and 2 pillow cases (Please note: sheets, towels and mattress protectors are provided by the School)</td>
</tr>
<tr>
<td>2 Sets summer weight nightwear</td>
<td>1 Raincoat/waterproof jacket or Umbrella</td>
</tr>
<tr>
<td>1 Warm dressing gown</td>
<td>1 Dozen Coat hangers</td>
</tr>
<tr>
<td>1 dressing gown (non-flammable)</td>
<td>2 Hats / Caps / Sun visors</td>
</tr>
<tr>
<td>1 Beach towel</td>
<td>1 Mug</td>
</tr>
<tr>
<td>1 Pair of swimmers</td>
<td>1 Sewing Kit</td>
</tr>
<tr>
<td>1 Hat that offers significant protection from the sun</td>
<td>1 insulated lunch bag and bottle</td>
</tr>
<tr>
<td>* Underwear as required (be generous as girls do not always do laundry promptly!)</td>
<td>1 padlock with 2 keys</td>
</tr>
<tr>
<td></td>
<td>Photos from home: family, friends, pets etc</td>
</tr>
</tbody>
</table>

For Week Nights & Weekends:
Modest casual clothes; please note, “short” shorts may not be worn to Chapel, in the Dining Room or shopping, so as to respect the nature of the occasion by wearing appropriate dress

As space is limited, please do not bring too many personal belongings. End of term storage is also a challenge and girls are required to take home as much as possible of their belongings. We do assist those who have limited air travel luggage allowances.
Chapel/Theatre Occasions and Dining Room

Girls should wear modest, smart clothes to Chapel. Girls may wear jeans or trousers to the weekly Chapel service, but short skirts and “short” shorts are not regarded as acceptable attire. Appropriately modest clothes and footwear must be worn in the Dining Room; “short” shorts/skirts, low-cut tops and pyjamas are not acceptable attire in the Dining Room. If staff believe a girl’s attire is inappropriate, she will be asked to change out of respect for the occasion.

Bed Linen

Again, the Boarding School provides sheets, towels and mattress protectors for all Boarders. Girls bring their own doona and pillow; two doona covers and pillow protectors and pillow cases are required. Doona covers must be able to withstand the high temperatures used in our commercial laundry. The House Staff advise the girls of the day for changing linen and guide them through the procedure involved.

Doonas must be taken home for dry cleaning at the end of each year and returned with the dry cleaning receipt. Boarders’ Reception staff will happily organise dry cleaning of doonas for girls who fly home and the cost will be charged to their account.

School Uniform

All School Uniform items are listed below and may be purchased at the School Uniform Shop. The School Uniform Shop offers a full selection of pre-worn School uniforms.

It is essential that all items clothing, linen and uniform are named, using Cash’s woven name tags which may be ordered online. Unnamed uniforms create problems for return to the rightful owner, so it is essential for name tags to be sewn into each garment. We find that even laundry markers rub off over time!

Boarders’ School Uniform List (minimum requirements – a full list can be found on the School’s website along with requirements for Year 6 students):

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 summer hat</td>
<td></td>
</tr>
<tr>
<td>3 navy tunics</td>
<td></td>
</tr>
<tr>
<td>1 Pair black lace-up shoes</td>
<td></td>
</tr>
<tr>
<td>2 School polo shirts</td>
<td></td>
</tr>
<tr>
<td>1 White/white soled sandshoes</td>
<td></td>
</tr>
<tr>
<td>1 Beach towel</td>
<td></td>
</tr>
<tr>
<td>5 Pairs School socks</td>
<td></td>
</tr>
<tr>
<td>1 Boarder polo shirt (optional)</td>
<td></td>
</tr>
<tr>
<td>1 School towel</td>
<td></td>
</tr>
<tr>
<td>1 School sports bag (choice of size)</td>
<td></td>
</tr>
<tr>
<td>1 winter hat</td>
<td></td>
</tr>
<tr>
<td>4 white short-sleeved blouses</td>
<td></td>
</tr>
<tr>
<td>2 pairs School sports shorts</td>
<td></td>
</tr>
<tr>
<td>1 School jumper</td>
<td></td>
</tr>
<tr>
<td>1 School blazer</td>
<td></td>
</tr>
<tr>
<td>1 House (Day School) polo shirt</td>
<td></td>
</tr>
<tr>
<td>1 Sport Cap</td>
<td></td>
</tr>
<tr>
<td>1 St Hilda’s swimming costume and House cap</td>
<td></td>
</tr>
<tr>
<td>1 Backpack – choice of size</td>
<td></td>
</tr>
</tbody>
</table>
Uniform Shop Opening Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7.30am – 1.30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7.30am – 1.30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7.30am – 1.30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>7.30am – 1.30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7.30am – 1.30pm</td>
</tr>
</tbody>
</table>

Make Up, Hair Colour and Earrings

When wearing the School Uniform, the following conditions apply: Make-up cannot be worn with the School Uniform; hair must always be a natural colour (for the girl); girls may wear one set of earrings, i.e. one small stud or sleeper or pearl at the base of each ear.

ELECTRONICS AND SOCIAL MEDIA

Email/Internet/Personal Computers/Mobile Phones

All students have access to email and the Internet. Each student is issued with an individual email address as well as Intranet and Internet access through a personal login. These can be accessed through the School’s computer network. The School implements a Surf Control filter to monitor access to inappropriate websites. All Boarders have Internet access in their rooms, via a wireless network. The Boarders may also access the School facilities at specified times in the library. Students may bring their own laptop, personal computer or iPad and request connection to the School Network, through the Information & Technology Staff. Students must not use wireless network cards as the School is not able to monitor their access to chat rooms and inappropriate sites. Please be mindful that devices with their own internet connectivity capacity cannot be monitored by staff.

Students in Years 6-8 hand in their electronic devices each evening. This is to ensure the girls are not using their devices during the night and hence are able to get a good night’s sleep, so very important for wellness. As previously noted in this Handbook, trust is the foundation of our Boarding School community. Students may not have a “second” device which they hand in, and keep their primary device.

The School wishes the older girls to self-monitor their use of their electronic devices, and so girls above Year 8 do not hand their devices in of an evening. However, the girls are trusted to be mature and self-regulate, ensuring they get a good sleep and respecting those around them. Parents of girls in Years 9-12 are asked to establish their expectations with their daughters. These girls are, however, most welcome to hand in their devices during Prep and /or overnight. A number of girls use this strategy to assist in their self-regulation and to focus on their work during Prep time.

Low cost mobile phones give opportunity for greater ease of communication. In order to maintain the privacy of all students, mobile phones with camera facility must be used responsibly to consider the privacy of all residents. The security of mobile phones will be the responsibility of students.
The use of mobile phones is permitted for Boarders under the following guidelines:

- The School does not accept any liability for lost phones/telephone cards/accounts
- Mobile phone numbers must be registered with the Boarding Staff at the beginning of term
- Mobile phones (incoming and outgoing) may not be used during prep, meal times or after bed time
- All phones must have PIN numbers known only to the user
- If students are found to be in breach of guidelines they may forego the use of their mobile phone for a period of time

The following are School guidelines for responsible use:

- Mobile phones must be on silent during Pastoral Group meetings and lesson time
- The storage of all electronic devices is the responsibility of the owner
- A mobile phone or iPod must not be used in any manner or place that is disruptive to the normal routines of the School. Nor is it to be used as an antisocial device during break times
- No camera, filming or recording device or feature is allowed to be used without permission from the School
- A mobile phone, camera or voice recorder should not be taken into change rooms or toilets or used in any situation that may cause embarrassment or can be viewed as an invasion of privacy to fellow students, staff or visitors to the School
- Using a mobile phone to bully and threaten other students is unacceptable and will not be tolerated. Serious consequences will be actioned
- Under no circumstances should students use a personal mobile phone to contact home to make arrangements to leave school. If you are feeling unwell or you need to contact home for any reason, please do so through the Health Centre, Student Reception, or Middle or Senior School Reception
- Students must seek permission from their teacher to use mobile phones or iPods during class time
- If a mobile phone or iPod is used inappropriately the owner will be held responsible for its use, even if it has been used inappropriately by someone else
- If the above guidelines are not followed, the item will be securely looked after in the Senior School Centre. The item can be collected from the Senior School Centre after speaking with the Head of Year at the conclusion of the school day.

To reiterate, parents are kindly asked not to call their daughter during Prep time so she is able to focus on her Prep without distraction. Similarly, the girls cannot take their phones to dinner, nor take calls outside the Dining Room rather than attending dinner. Dinner is a community time and we are working hard to enhance the girls’ enjoyment of this time together.

Phone calls after “lights out” are not permitted, as this is unfair to roommates and those in the vicinity.
Radio & iPods

Headphones may be used when listening to radio or iPods with the exception from Friday afternoon until Sunday afternoon. Community living cannot accommodate the differing music tastes and consideration must be given so that the noise level does not impose on other girls.

Use of electronic devices for recreation, e.g. movie watching

Today’s technology provides wonderful opportunities for the girls to connect with their world and to access information and entertainment. With this comes the responsibility for the girls to self-monitor what they access, how they use their devices and the amount of time spent using them. We also hold the following to be important:

- Ownership of a personal electronic viewing device does not automatically entitle the owner to use it for viewing, at all times of the night and day. The use of such devices is regarded as a privilege, not an automatic right, and girls are expected to self-regulate the time they spend engaged in this manner.
- Girls must hand in any DVDs brought in, to Boarding Staff for checking of rating before they are viewed.
- If girls bring a DVD from home, the School will accept a rating of PG for McCulloch and Year 9 Whitby Boarders (M with prior approval based on suitability) or M rating for Year 10 Whitby and Darragh Boarders, before viewing will be allowed.
- Permission must be obtained from staff to watch movies on DVD players/laptops.
- McCulloch & Whitby Boarders must not watch movies past scheduled bedtimes, unless this has been negotiated with the staff member on duty
- Darragh Boarders’ curfew time for movie watching in rooms is 10.30pm.

INFORMATION FOR THE “DAY TO DAY”

Laundry

The School’s commercial laundry launders all sheets, towels and doona covers as well as School uniforms. There is no extra charge for this laundry service. Students can arrange to have their School Blazers dry-cleaned at a Southport drycleaner through Boarders’ Reception.

Personal Items

Washing machines, dryers and ironing facilities are provided for the girls to do their personal washing. Boarders will be assisted with this task; however, it is helpful if families have been able to assist the girls in developing some skills prior to coming to Boarding.

A laundry bag can be purchased from the Boarding School Shop for $10 for containing personal items such as socks and undies. Only clothes that are suited to a regular wash and dry should be placed in these bags and no responsibility can be taken for damage to these clothes when washed at School. The girls are shown how to use the facilities. Most of the girls prefer to do their personal washing themselves.
Baggage Rooms

All Boarding Houses are totally cleared for airing and cleaning during each holiday break, so they are fresh and welcoming for the girls’ return. Pest control, carpet cleaning and mattress sanitization are carried out according to scheduled intervals on school holiday breaks. At the conclusion of the term, each girl may store one suitcase in the Baggage Room. Doonas, pillows and laundry baskets, musical equipment, sporting gear, school bags and books may also be left in designated storage areas at the end of term breaks. This, however, should be kept to a minimum as storage is limited. All other luggage must be taken home. The Boarding Houses may also be used by outside groups of people during the term breaks. Girls are therefore encouraged to have a minimum of clothing and belongings at Boarding School, as it makes it easier to transport them home at the end of each term.

Care of Money and Special or Precious Possessions

Parents are encouraged to organize a bank account and an ATM card for their daughter. This enables you to directly deposit money into the account, while the actual amount is decided between you and your daughter. There are numerous ATMs at our local shopping centre. Most major banks have a branch at Southport.

The School will not take responsibility for money/valuables kept in the Boarding House. Girls must keep money and valuable items in the locked storage area within their room. Alternatively, they can ask for their valuables to be stored in the safe at Boarders’ Reception. Girls should bring a padlock and two keys with them to Boarding. Both keys should be on key tags so one can be kept and the other locked away in case of key loss. Passports, airline or bus tickets and precious items should be handed in to Boarders’ Reception for storage in the School safe.

Damage to or loss of Personal Belongings

The risk of damage or loss to any Boarder’s personal belongings is a possibility and while the School will endeavour to ensure reasonable care is taken, it will not accept responsibility. Boarders’ personal possessions are not covered by the School Insurance Policies. Parents should take out individual insurance for their daughters as the School is unable to take responsibility for the loss of, or damage to Boarders’ property.

Part Time Work

Years 10, 11 and 12 students may seek part-time employment as per guidelines and the Permission to Work form. The guidelines and Permission to Work form can be obtained from the Head of Boarding. It is imperative that girls speak to the Head of Boarding prior to seeking part-time employment and that appropriate and acceptable arrangements are made for the student’s travel to and from work are made – to ensure her personal safety.
Pets in the Boarding House

Boarders may have a small fish tank on their desk if they wish. Hermit crabs, mice and guinea pigs are not permitted, due to health regulations. Girls must take responsibility to arrange care of their fish during holiday times. Girls must not assume staff are able to care for their pets during the holidays and they must make suitable arrangements themselves.

MY ROOM: EXPECTATIONS

Your own room

Boarders are encouraged to add their personal touch to their rooms provided that any posters or pictures are suitable for display in an Anglican School. Boarding staff will assist students in deciding appropriateness. Blu Tac is the only adhesive to be used. Girls are expected to respect their surroundings and may never sign their names or make comments on Boarding School property or facilities. So doing will incur the cost of repair.

Privacy

Privacy can be an issue when living in a community and we all require time to ourselves and our personal space at times. All girls must be mindful of, and respect the privacy of other Boarders and should not “invade” another girl’s space. Accordingly, girls may never enter the room/cubicle of another girl without the express permission of that girl. Such respect includes never using/“borrowing” the possessions of another girl, without her permission.

Moving Furniture

In order to ensure OH&S and cleaning requirements, furniture in girl’s rooms must not be moved without the permission of the Head of House.

Tidiness

Out of consideration for other Boarding community members, all girls are expected to keep their room or area tidy. It is important that students are able to organise and maintain their personal belongings in a neat and tidy manner. Boarders need to keep their cupboard drawers, shelves and wardrobes tidy and therefore need skills such as folding clothes and arranging underwear, socks and toiletries. Bed making and instruction in personal laundry and ironing are an advantage for a new Boarder.

Girls are asked to leave rooms in the mornings with:

- Beds made
- All shoes and clothes put away in cupboards
- Desks tidied and dusted on the weekends
- No washing left hanging in rooms
- All personal items off the floor, so cleaning staff can vacuum the floor
- Lights out, fans off.
CATERING

Food/Meals

In Boarding, we are lucky to have our own Chefs and catering staff who take great pride in caring for the nutritional and dietary needs of our girls. They are always willing to help and are a very important part of our Staff Team and community. Our menu is regularly reviewed by staff, and at times by a qualified dietician to gain additional insight into what we offer and how our menus meet the needs of girls in the Boarding School.

Choice of food and Special meals

There is a wide choice of food at each meal. Low fat and vegetarian options are available. Girls are able to discuss specific personal needs, eg particular dietary requirements, allergies, recent dental work with our Head Chef or their Head of House, who will assist as much as possible.

News flash! Change to lunch and morning tea arrangements from January 2019

We are very excited to introduce change to our weekday morning tea and lunch arrangements for the Boarders. So that the girls are able to leave the Boarding House for the day, enjoy mixing with Day girls at morning tea and lunch, and return “home” after school, we announce a new initiative whereby the girls will order their lunch online by 8pm the evening prior and will collect it at the coffee pod in the JR Cafeteria at lunchtime. They can order in advance for the entire week or term if they like.

Students will have a healthy lunch box style menu with a choice of salads, sandwiches, wraps, rolls and daily specials. Hot food will be offered on Tuesdays and Thursdays and sushi will be offered once a fortnight. Morning tea will not need to be ordered: the girls will be offered whole fresh fruit, dry biscuits and a specialty item, made daily.
**Packed lunches**

Packed lunches are provided for the girls when there is an outing or excursion. Girls must make sure that Boarders’ Reception is notified of any meal variations by Sunday evening, in advance for the forthcoming week. This assists with planning and provision of the lunches.

We will have a separate lunch menu available for outings or excursions and these lunches will be collected by the girls in the Dining Room each morning before departing campus.

**Meals after Co-Curricular Activities**

Meals can be sent up to the Houses if girls will be absent during the normal mealtime due to a formal School commitment. Girls must make sure that Boarders’ Reception is notified of any meal variations by Sunday evening, in advance for the forthcoming week.

**Food Storage**

Any food must be stored in airtight containers. For hygiene and health reasons, no food is to be consumed in bedrooms or dorm areas. Girls are expected to respect the property of others in Common Areas and are not to avail themselves of the food owned by other girls, unless invited to do so.

**Birthday Cakes**

Should your daughter’s birthday fall during the school term, we can arrange a cake for her at your request. The Cheesecake Shop has many different selections which can be viewed, ordered and paid for on-line. The receipt can be emailed to Boarders’ Reception who will make arrangements for collection. Please provide one week’s notice.

**Cultural Expectations**

Where special food is required for cultural reasons, the Head of Boarding must be informed. Every effort will be made to accommodate needs in this area.
LEAVE ARRANGEMENTS

It is important for the girls to go on leave from time to time and enjoy time with family and friends, or Boarding activities, and have a break from community life. Our leave arrangements are designed to support the girls in growing independence and responsibility, developing personal safety strategies and preparing for life beyond Boarding. All leave is at the discretion of the Head and/or Deputy Head of Boarding and permissions granted will reflect School policy and values. We ask families to support the School with respect to the girls’ leave, understanding that we take our Duty of Care for the girls, seriously.

Girls submit leave requests through our electronic leave system, Boardingware. Parents/guardians are required to grant permission for most leave types, and where there is a host, the host is also required to acknowledge he/she will host the Boarder. The Head and Deputy Head of Boarding still reserve the right to permit or deny leave at their discretion, on behalf of the School.

Parents and hosts are required to come in to Boarders’ Reception to collect their daughter/guest and at the end of the leave, to return her to Boarders’ Reception in person. Please understand this requirement is for the safety of our Boarders.

Responsibility to Ensure Adequate Adult Supervision

In authorising persons to host their daughter, parents are transferring the responsibility for the supervision and care of the Boarder while away from the School to the host.

Please be sure that there will be adult supervision when giving your daughter permission to go out on leave. Parents approving their daughter visiting other homes should confirm their confidence in the suitability of the arrangement by making direct contact with the proposed hosts and thus assuring themselves that their daughter will be in suitable care.

Duties and Responsibilities of Hosts

Hosts take on the responsibility of the parents of a Boarder with the consent of the girl’s parents. For this reason, hosts are expected to be of sufficient maturity to care for Boarders. Hosts must be a minimum age of 21 years of age, with the exception of older siblings with whom leave may be granted following negotiation between parents and Boarding staff.

St Hilda’s policy has stated that Boarders are not permitted to travel in cars driven by Day Girls or drivers under the age of 21, and that they may not travel in any car unless authorised by parents and staff. Staff are not prepared to allow students who have recently left school to have the total responsibility for a student of a similar age or younger whilst in their care.
The Duty of Care infers the following responsibilities on a Host:

- Adequate supervision of the Boarder at all times
- Ensuring the Boarder’s behaviour is law-abiding (especially in the areas of drugs, alcohol, cigarettes and party attendance)
- Accountability for any avoidable or deliberate harm to a Boarder in your care.

At no time will students be permitted to travel in cars driven by Day Girls or drivers under the age of 21, (unless condition below applies). At no time will students be permitted to go out with anyone under the age of 21, for leave or overnight leave, (unless condition below applies).

St Hilda’s will not accept permissions for girls to be taken out with anyone under the age of 21. Some girls will be disappointed about this policy and will still insist that their parents can override the policy by simply sending an email to give permission to go out with someone under the age of 21. St Hilda’s School is not able to accept these permissions.

Condition: Leave with Siblings under 21

Requests for outings with older brothers and sisters (under the required minimum age of 21) will be negotiated on an individual basis by written requests to the Head of Boarding.

On occasions when parents want their daughter to be driven home for a weekend or holidays by a sibling under the required age, the School will need written authorization for this. Older siblings (under 21) are only permitted to sign out their sisters, **not other Boarders**.

## Leave Entitlements – Shopping and other Recreational Leave

Parents/Guardians are able to sign off on this leave for their daughter via Parent Lounge where you will find the associated risk assessments. (See table below)

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Weekdays - 3.30-5.00pm</th>
<th>Weekends/Public holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 (all year)</td>
<td></td>
<td>To Brisbane City or Southbank by tram and train in <strong>minimum of pairs</strong> for shopping, galleries – parent permission required each</td>
</tr>
<tr>
<td>Year 11 (from Term 4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Corporation of the Synod of the Diocese of Brisbane trading as St Hilda’s School. Registered CRICOS Provider No 00510M
| Year 11 & 12 | Any afternoon in pairs to Australia Fair or Ferry Road  
Any afternoon in pairs to run at the Broadwater or Owen Park  
On own for appointments/special shopping through permission and negotiation with Boarding School and with parent permission each time to these places (must return by Prep time): the School prefers the girls are in pairs, for safety reasons  
| time; maximum twice per term and return by 5.30pm  
To movies/dinner at Australia Fair precinct on Friday or Saturday nights in groups of a minimum of 3 — see detail re transport following  
In pairs to Australia Fair, Ferry Road or Southport Park (3 hours) | On own for appointments, special shopping through permission and negotiation with Boarding School and with parent permission each time to these places: the School prefers the girls are in pairs, for safety reasons  
By tram to Pac Fair for 4 hours in pairs  
By tram to Helensvale Westfield for 3 hours in pairs  
| Year 10, 11 & 12 | Two afternoons per week in groups of 2 or more to Australia Fair or Ferry Road  
| To TSS in pairs to watch games: timeframe negotiated with staff according to match times  
| Year 10 | Two afternoons per week in groups of 2 or more  
To Australia Fair or Ferry Road  
Once on w/e for two hours with 2 or more to Australia Fair or Ferry Road for 2 hours  
Tram to either Helensvale Westfield or Pacific Fair once on weekend for 3 hours in groups of 2 – 4 hours for Pacific Fair in Term 4  
(Select one of the above outings per weekend) | Once per w/e for two hours with 2 or more to Australia Fair or Ferry Road for 2 hours  
Tram to either Helensvale Westfield or Pacific Fair once on weekend for 3 hours in groups of 2 – 4 hours for Pacific Fair in Term 4  
(Select one of the above outings per weekend)  
| Year 9 | One afternoon per week in groups of 3 or more to Australia Fair (Terms 1-3)  
One afternoon per week in Groups of 2 or more to Australia Fair (Term 4)  
| Once per w/e in group of 3 to Australia Fair or Ferry Road for 2 hours (Terms 1-3)  
Once per w/e in group of 2 to Australia Fair or Ferry Road for 2 hours (Term 4)  
| Year 8 | One afternoon per week with staff member (Terms 1-3)  
One afternoon per week in Groups of 3 to Australia Fair (Term 4)  
| Once per w/e in Group of 3 to Australia Fair for 2 hours (Term 4)  
| Years 6 & 7 | One afternoon per week with staff member  
| With a supervisor as part of activities (Could be to centres other than Australia Fair)  
| Weekend Leave with Parents or Friends or Relatives  
Weekend Leave is from Friday 3.30pm to Sunday 7.30pm although girls can return Monday morning by 7.30am if they need to access the House. Leave is available on any weekend. Requests should be submitted by 8.00pm on Wednesday. Parent and host approval should be received by Thursday nights. A reminder that on specific Sundays (previously advised in this handbook |
Tea Leave

Boarders may take Tea Leave with their parents or grandparents from 3.45pm to 8.00pm at the latest on Monday – Wednesday. On Thursdays, all Boarders must attend Boarders’ Chapel. Requests for Tea Leave need to be lodged on Sunday evening. Requests for tea leave with hosts other than parents or grandparents should only be made on rare occasions and will not be granted automatically. Families are asked to restrict mid-week leave and they will appreciate it is important for the girls to establish solid study patterns to assist their learning, and to be disrupted regularly can have a detrimental effect on the girl’s work.

Casual Day Girl Leave

From time to time parents find themselves staying on the Gold Coast during the school week. Requests for Casual Day Girl leave are made via Boardingware and Day School is advised. This leave type enables the girls to enjoy time with their family.

Exam Leave - Years 11 and 12

Boarders may take Exam Leave with their parents only.

Movie and Dinner Leave - Year 12 only (Terms 1-3 & Year 11 Term 4)

Year 12 Boarders enjoy taking movie or dinner leave on Friday or Saturday nights to Australia Fair by negotiation with the Head of Boarding. Girls are able to walk to their destination but return travel must be by tram or taxi, and for safety reasons must be in a group with a minimum of three boarders. Parents may sign off on this leave for the year via Parent Lounge.

Special Leave

Special leave for Birthdays, Formals and other special occasions can be arranged through the Head of Boarding.

Leave and Attendance at School

Parents and girls are reminded that the principle focus of their time at St Hilda’s is their time in the classroom, learning. Requests for leave which mean a girl will miss school time are to be made for very special circumstances only. Similarly, Travel Days at the beginning and end of term are designated and Boarders should not request early departures or late returns. Boarders should not request leave from school to attend concerts, but rather, should make their arrangements for departure at the end of the school day.

Signing In/Out Procedures

All Boarders on Day or Weekend Leave must return by no later than 7.30pm Sunday (with the exception of previously advised Sunday dates or 8.00 pm on other days unless arrangements are made for return the following morning after 7.00 am. These timeframes assist the girls in preparing for the next day and settling prior to bedtime so they have a good night’s sleep.
Hosts are required to collect a Boarder, having given contact details for the period of time the Boarder is in their care. When Boarders are checked out, the School has to ensure that they are being given into the care of the parent or the hosts approved by the parents and the School. We require a girl to be checked out by adults of sufficient maturity to take responsibility for her.

At this time, with the consent of the girl’s parents, the School passes responsibility for the Boarder to the person signing her out. The host has the responsibility to return the Boarder to Boarders’ Reception and to sign her back in, thus restoring her to the School's care.

Hosts who are collecting Boarders will have the times of departure and return recorded. No Boarder is to leave the Boarding House until her parents or hosts have completed the check-out procedures at Boarders’ Reception. On special occasions, the Head of Boarding may permit a senior Boarder to leave the House to go on leave via public transport or in her car, provided there is email contact from the parent which will stand as the parent signing his/her daughter out and accepting Duty of Care for the Boarder from that time.

In signing a Boarder out for leave, the Host

1. Is taking full responsibility for that student until he/she returns the Boarder to the Boarding House

2. Accepts that the Duty of Care of the Boarder, in all its variances, is transferred from the School to the Host while the Boarder is in the care of the Host

3. Is expected to have the Boarder in his/her care for the duration of the leave period

4. Is expected to have the Boarder back to the Boarding House by the required time.

Leave and School Sporting Commitments

Girls going on leave are required to fulfil obligations to sporting teams despite leave. By prior written arrangement, parents may sign Boarders out at a sporting venue, which often assists with the family’s activities.

Notice of intention to collect a Boarder from a venue must reach the School by the Wednesday prior to the event, thus giving the School time to notify all relevant staff, and ensure the safety of the Boarder.

Term Travel

Again, all Boarders are to be in attendance from the first day of each term until the last day of each term. Term Dates are advertised on the School Calendar on the website www.sthildas.qld.edu.au and on Parent Lounge. Girls may not leave prior to these dates except under exceptional circumstances and only with the approval of the relevant Head of School. A Boarders’ travel day is provided and early departures will not be approved except
in an emergency. Please make travel arrangements early so that girls meet these attendance requirements.

Please ensure no bookings for departure are made prior to 4.30am, or if this is unavoidable, parents are asked to make arrangements for their daughter to stay with a relative or family friend the night before. Boarding staff are not available to wake girls and sign them out for very early morning departures (prior to 4.30am Monday to Saturday and prior to 5.30am Sunday).

Boarders are expected to be in attendance at the Speech Day Ceremony which is held on the morning of the last school day in the school year. Speech Day is a most significant event in the School Calendar – a time for recognising the achievements of the girls and for formalising the conclusion of the school year. Membership of the School community assumes the respect of attendance. Arrangements should be made for girls to travel on the afternoon of that day or the following day.

OUTINGS & RECREATION/SPORT

Sport

All Boarders are encouraged to include exercise in their weekly arrangements:

- Use of all sporting facilities is available - tennis, netball, and basketball courts and oval as they choose.

- Membership to the gymnasium provides opportunities to pursue a supervised fitness program and use of the Olympic-standard swimming pool.

- Easy access to training sessions for individual and team competitions at School, QGSSSA and club level. Sports include athletics, swimming, rowing, netball, hockey, basketball, gymnastics, tennis, volleyball, softball, touch football and badminton.

- Private or small group coaching in tennis, gymnastics and other requested sports

Weekend Boarding Outings/Activities
Accompanying the diversified after-school activities is a rich blend of sporting and cultural outings offered to all Boarders.

Girls attend special School sporting events such as the QGSSSA Swimming Meet or the St Hilda’s Rowing Regatta either as competitors or as much-appreciated supporting spectators.

Culturally, girls are given opportunities to attend theatre productions, theme parks, camps, museums, markets, exhibitions, shopping centres, culinary venues, the cinema and recreational facilities that provide enjoyable activities such as ice-skating, ten pin bowling and the beach.

Boarders are always encouraged to attend School-based social events such as Dances and the Annual Fete, House Plays and Concerts, to name a few.

Girls enjoy Dances, Sports afternoons, Barbecues, Trivia Nights, Puzzle Evenings, Dinner and Movies. Our aim is to continue to develop interaction with TSS Boarders.

We encourage all girls to attend weekend outings, to try new and unknown experiences and to make the most of both School and Boarding events on offer. Girls must have parents’ permission to attend planned activities. This permission is given via parents accepting the Terms and Conditions for Boarders’ Activities, on Parent Lounge. Alternate arrangements can be made for those parents unable to access a reliable internet source.

Notification of Intention to Participate in Weekend Outings

Each Monday the following weekend’s outings are displayed in each of the Houses for the girls’ perusal. There is a variety of outings offered, which aim to cater to the individual differences in our Boarders.

By Wednesday evening, girls in-House for the forthcoming weekend must indicate their intentions to be a part of any outings being offered. The organisation of meals, transport, and venue bookings or ticket purchasing cannot be done later than Thursday. Hence, we need this information to be finalised by Wednesday evenings.

Except in unforeseen circumstances or illness, each girl is to honour what she has nominated as her weekend outing commitments. Girls will be charged for outings that they state they are attending, even if they do not go as generally, tickets are pre-purchased.
Boarding staff supervise all weekend outings. The highest of standards in dress, behaviour and manners on outings is expected of all Boarders.

Stringent roll checks are maintained during outings. Girls are expected to remain in the company of at least one other Boarder, or as otherwise required, for the duration of the outing. This expectation promotes the safety and security of the girls.

**TRANSPORT**

**Taxis**

Whilst we prefer the use of a limousine company to transport the girls to and from venues and appointments, the Boarding School has established a relationship with a local taxi company. Taxi charges are added to the School account at the end of each term. We will usually ask parents which method of transport they permit for their daughter.

**Uber**

The School will not be in a position to sanction leave via Uber. The use of Uber rides including booking rides, is restricted to those over 18, under Uber’s rules. Thus, persons must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride. Parents booking the ride for a person under 18 years of age would also be breaking Uber’s rules.

**Buses, Trams and Trains**

Please inform Boarders’ Reception if bus or train travel is booked so that taxis can be organised to take the girls to the bus or train station. Boarders should acquire a Go Card for easier use of public transport, especially the ‘G-Link’ tram service between Helensvale Station and Pacific Fair at Broadbeach South. A ‘Go Card’ is the cheapest and easiest method of payment; travellers swipe as they embark and again as they disembark. We encourage all Boarders to have a Go Card, which can have an automatic top-up or be loaded at the tram station or local shops.

**Northern Rivers Bus Service**

The School has secured the services of a chartered bus for our Northern NSW Boarders to travel to and from the Boarding School on weekends (Friday afternoon – Sunday evening). Timetable details, scheduled stops and fares can be found on the School website.

As the bus service is provided for St Hilda’s Boarders living in the Northern Rivers the following order of priority is used to book seats:

1. Boarders who travel home regularly to the Northern Rivers area
2. St Hilda’s full-time Boarders
3. Friends of St Hilda’s girls going to the area for weekends
4. TSS boys
The service will be cancelled on any weekend where there are insufficient numbers and alternative travel arrangements will need to be made by families for those girls still wishing to travel home for the weekend.

Families are asked to ensure the bus company is aware of any changes to initial travel plans, and to be punctual in having the girls at the bus stop on the return journey. Girls are expected to exhibit exemplary behaviour whilst on the bus, respecting the instructions of the driver.

Cars at School

Boarders are not allowed to keep a car at School unless special arrangements have been made with the Principal or Head of Senior School and Head of Boarding. Due to pressure on parking spaces, this privilege is limited to Boarders in Year 12 only. The School is only able to permit a Boarder having a car at School if the following conditions are agreed upon by the Boarder and her parents, and are met.

Below is an excerpt from the Student Driver Procedures:

- Student drivers may not drive any other student in their car with the exception of siblings. Parents must provide permission in writing on each and every occasion that a sibling is being driven.
- Car keys will be kept with Boarders’ Reception.
- The car can be used to drive to St Hilda’s School at the commencement and conclusion of the School term.
- In addition, when the School is notified in advance, the car may be driven to and from School for weekend leave. This is to the student’s home, or when the student is driving the car directly to and from the home of a host (adult over 21 years of age) who will be responsible for the student and the car whilst she is in the care of the host. This means your daughter will be signed out of the Boarding School via parental permission.
- Requests will be considered for students who are training at a representative level to use their car during the school week or on weekends to attend training.
- Requests to use the car to attend other commitments such as cultural events, and medical appointments after school hours will also be considered when submitted with sufficient notice. We are unable to permit students to use their cars for shopping trips, and other social activities.
- Cars are to be parked only in the area designated for students behind the Netball courts. The Car Park should be entered from Gate 7 on Cougal Street and exited via High Street, Southport. This includes days when there is Saturday sport. Students must not drive or park anywhere else in the School grounds.
- Students are not to return to cars at any time during the school day without permission from the Head of Boarding.
- Details of any cars driven must be provided. A copy of the student’s Driver’s Licence will be kept on file.
- Cars are parked at their owner’s risk; the School is not responsible for any damage.
- Students who do not comply with the School’s driving regulations may have their permission to have a car at school, withdrawn.
- Boarders with cars at School must take shopping trips under the same conditions as other Boarders in Year 12; they may not use their cars for this purpose. Parents and
girls are asked to adhere to the above conditions so we are able to maintain this special privilege.

**Bicycles, skateboards, Roller Blades**

Storage of bicycles is difficult. There are some outdoor racks but they are not secure. If any student wishes to keep a bicycle at school they must contact the Deputy Head of Boarding in advance.

Skateboards and roller blades may be brought to school; however, the girls must manage to store them in the cupboards in their bedrooms. They must wear protective headgear if they choose to participate in these activities.

**Driving Lessons**

Boarders may apply for their Learner’s Permit and take driving lessons with their parent’s written permission. Driving instructors who take responsibility for our Boarders must sign the girls out and back into the Boarding School. Girls wishing to take driving lessons must book these lessons **outside school hours.** Additionally, **driving tests must be booked for times outside of school hours.** Girls planning to take driving lessons will need parental approval in writing before any arrangements can be made. The School is unable to provide assistance to girls wishing to “clock up hours” or practise driving – this is the responsibility of the parent or guardian.

**SPECIAL DAYS/EVENTS IN THE SCHOOL**

**Twilight Concerts**

The Music Department at St Hilda’s organises Twilight Concerts. These performances showcase the musical talents of girls of all ages. The program is a pleasure to watch and parents and friends are always welcome to attend the Concerts.

**Presentation Ball**

The Presentation Ball is a formal evening when the Year 11 girls are presented with their ‘Senior’ badges. The Presentation Ball is organised by the St Hilda’s Fathers’ Project Club. It is a very special evening, generating much excitement and pleasure, and all Year 11 parents are encouraged to attend.
Speech Day

Speech Day marks the end of the academic year. Awards are presented to students and performances by the girls are an integral part of the ceremony. Parents are welcome to attend. Details are published in the Extra and on the School website. All girls are expected to attend Speech Day and no arrangements should be made for travel prior to its conclusion at 12.30pm. The time for Boarders to travel home at the end of the year is after 12.30pm on Speech Day, or by 11am the following day.

School Fete

The BPSG always runs a food stall at the annual fete. If parents/guardians would like to volunteer to help on the stall please contact Boarders’ Reception on 55 777 370 and your details will be passed to the co-ordinator of the stall. The more volunteers, the less the work that falls to a few! This is a great way to meet other Boarder Parents.

Sport – Weekly

Boarders are encouraged to join the many St Hilda’s sporting teams. Transport to games is arranged through the School. Games occur not only on Saturday but also during the week. Parents are encouraged to watch their daughter(s) play sport, as this is an excellent way to meet other parents and to spend time with daughters.

Outdoor Education Experiences

Where and when?

All girls from Years 6 to 10 attend the camping experience that has been developed for their year group. The camps are held at a variety of venues in SE Queensland. There are experienced Outdoor Educators employed for the camp and teachers from the School are always in attendance. In 2019 Years 7-10 camps will be held in Week 9 of Term 1. Dates for camps are listed on the School Calendar on our website – www.sthildas.qld.edu.au

Requirements

The Camping and Outdoor Education Programs are an integral part of St Hilda’s Academic Curriculum. All girls attend for the full duration of these programs. Leave or exception from the Camping Programs can only be given by the Head of School.

Parents are able to refer to the School Calendar for the relevant dates of Outdoor Education for their daughter. Details of the camp that your daughter is attending, equipment and clothing lists will be provided to all parents by the respective Head of School.
INTERNATIONAL BOARDERS

Visa Regulations

The following information is provided to all International Boarders regarding their arrangements:

Where the School holds the welfare of International Students, the School is responsible for the approval of their accommodation arrangements throughout the year. This includes vacation periods and weekend leave. When approving arrangements, the School must abide by all Commonwealth and State government legislation, Department of Home Affairs as well as other regulatory requirements, relating to child welfare and protection of any overseas student enrolled. Please see the Accommodation and Welfare Policy for full details.

This responsibility for the approval of accommodation lies with the Principal in consultation with the parents. It is an expectation that all International students return home for the school holidays if this is not possible then it is important all parents of International Students living in the Boarding School, understand the requirements below. Only in exceptional circumstances will the Principal consider accommodation arrangements other than what is listed below.

- Student returns to home country
- Student is placed in approved homestay through Australian Student Accommodation, please see website for further details. Please contact International Connections Officer at the beginning of the term if you think homestay will be required

If you have any questions or queries regarding these options, please contact International Connections Officer kbarrell@sthildas.qld.edu.au or refer to the International Students Handbook

Passports and Airline tickets

All passports and tickets must be placed in a large envelope with the student’s name on the front and given to the staff in Boarders’ Reception so that they can be placed in the School safe, ready for future need.