



St Vincent's College Potts Point

2019 Boarders' Handbook



Expanding Her Horizons

Table of Contents

Boarding House Hours	2	Leave continued	11
Director of Boarding Contact Details		Locked Cupboard and Personal Safe	12
College Nurse Contact Details		Medical Meals	13
Boarding Co-ordinator Mobile Numbers		Mobile Phones	
Boarding Co-ordinator Email Addresses		Money	14
Spiritual Context Spiritual Life.....	4	Noise	
Academic Life General Information		Overseas Boarders	
Activities Alarm Clocks	5	Photographs	
Bank Accounts for the Boarders		Posters	
Boarders' Representative Committee		Radios and iPods	
Bedrooms Bed Linen Birthdays Bulletin		Rights and Responsibilities.....	15
Cab Charges Calendar	6	SCEGGS	17
Cameras Chapel Clothing		Security	
Code of Conduct		Sleep	
College Uniform Shop Common Rooms	7	Speech Night.....	18
Contact Times Counsellor		Sports	
Dances Dining Room		Student Drivers	
Disputes and Grievances Dress	8	Study	
Electrical items End of Term Excursions		Swimming Pool.....	19
Fire Drills	9	Travel	
Graffiti/Vandalism Gym		Tutoring	
Hair Homesickness		TVs, Videos and DVDs	
Homesickness	10	Uniform.....	20
In Weekends Insurance (Personal Effects)		Visitors	
Jewellery Laundry Laptops Leave			

Contact Details

Boarding House Office Hours

Saturday: 6am-5pm | Sunday: 8am-6pm

Director of Boarding

Maryanne O'Donoghue
Office: (02) 9368 1611 ext. 106
Mobile: 0427 466 474
Email: odonoghuem@stvincents.nsw.edu.au

College Nurse

Monday to Friday: 8am-4pm
Office: (02) 9368 1611 ext. 301
Mobile: 0419 694 924
Email: health@stvincents.nsw.edu.au

Boarding Co-ordinator Mobile Numbers

Years 7-8: 0417 681 112
Years 9-10: 0458 249 256
Years 11-12: 0409 745 469
Facsimile: (02) 9358 3237

Boarding Co-ordinator Email Addresses

Year 7: bcyr07@stvincents.nsw.edu.au
Year 8: bcyr08@stvincents.nsw.edu.au
Year 9: bcyr09@stvincents.nsw.edu.au
Year 10: bcyr10@stvincents.nsw.edu.au
Year 11: bcyr11@stvincents.nsw.edu.au
Year 12: bcyr12@stvincents.nsw.edu.au

Principal's Message



Welcome to the St Vincent's College Boarding Community. I hope that in time you will come to regard this community as your 'home away from home', and while nothing will ever replace your family, that you come to develop deep and positive connections with the Boarding staff, and your "boarding sisters".

Like all big families, this community operates best when shared understandings exist regarding certain behaviours and expectations. This handbook has been written to help you come to understand how and why we do things.

Your decision to undertake your secondary education as a Boarder is a courageous one and I

am sure that throughout your years as a Boarder you will grow in resilience and independence. By adapting a positive mindset, fully engaging in all the Boarding House activities and investing time outside the compulsory In Weekends, I hope that you come to quickly adapt to the rhythm of life in Mary Aikenhead House. You are a member of one of the oldest Boarding Schools in Australia and upon your graduation you will join a network of alumnae who remember their days as Boarders with affection and pride.

Every blessing to you for the journey ahead.

Mrs Anne Fry
Principal



Boarding at St Vincent's College Potts Point

The Boarding Community is a pivotal part of St Vincent's College. It strives to provide an environment which enhances learning and supports the spiritual, emotional and physical development of the girls.

The aims of the Boarding House at St Vincent's College, Potts Point are to provide our boarders with the opportunities to develop independence, effective and meaningful relationships, responsibilities to themselves and others, the ability to share space and facilities, resilience and to develop their relationship with God through personal and communal encounters. This will be done in a caring and supportive environment.

Young women at St Vincent's College learn to recognise the emotional, physical and spiritual needs of others. They learn how to handle conflict, and to live as a productive member of a community. We are able to offer young women all of these opportunities within a boarding context.

The Boarding Staff play a very important role in promoting the values of the College and making our school special. They nurture whole people - well rounded in academia, faith development, sport, drama, music and culture. The self-esteem, resilience, spontaneity and curiosity of our boarders are highly valued.

We fully support the aims and goals of the day school sector of our College by working closely with all staff to ensure each boarder has the opportunity to reach her full potential.

Spiritual Context

Mary Aikenhead (founder of the Sisters of Charity) chose Ignatian Spirituality for her Sisters. At St Vincent's College this model of Christian spirituality is expressed in the College ethos and curriculum. Students at St Vincent's College are encouraged to demonstrate qualities of Ignatian spirituality and Mary Aikenhead which include generosity of spirit, respect, justice, service of the poor and hope.

Spiritual Life

All students at St Vincent's College are encouraged to participate in the worship life of the College. Boarders attend Mass at St Canice's Parish, usually on Saturday night. Boarders are encouraged to take initiative and responsibility for organising and participating in liturgical celebrations. The College acknowledges the unique faith experiences that boarders bring to St Vincent's College.

Academic Life

We aim to provide a climate of effective learning that is supported by structured study routines, and a culture of achievement and excellence. This is coupled with the availability of support through the library and easy access to technology and study support teachers.

General Information

St Vincent's College provides boarding facilities for secondary school girls.

The boarders are organised into paired Year level groups, ie. Year 7/8, Year 9/10 and Year 11/12. Boarding Co-ordinators supervise the boarders in each of these areas. Years 7 to 11 share a double room. Year 12 have single rooms. We have structured study times for the girls beginning on Sunday night through to Thursday night every week.

The College is centrally located in a very cosmopolitan city, close to art centres, theatres, shopping, cafes etc. all of an international standard.

The Boarding House provides a comprehensive menu that is planned around the recommendations for a healthy school. The meals are prepared by a qualified chef and dietician. The menu is discussed with students who represent the student body through the Boarders' Representative Committee (BRC).

Boarding Guidelines

Activities - Bulletin

Activities

Activities are organised for Years 7-9 for each weekend, as these younger boarders can only go on outings when accompanied by an adult. Activities are compulsory for Years 7-9 and may include picnics, beach outings, ferry rides, markets, movies, shopping excursions, craft afternoons and in-house sports etc.

There is a yearly levy of \$250 to cover the costs of the larger activities.

Alarm Clocks

Boarders will need an alarm clock to ensure they are awake at various times for activities. They will not be able to rely on their mobile phones and Boarding Co-ordinators will give them a wakeup call at approximately 7am.

Bank Accounts for the Boarders

Parents should discuss with their daughters the extent of allowances and the purpose for which this money is intended. Boarders are not encouraged to have large amounts of spending money.

Boarders are encouraged to open a bank account with a debit card facility. There are four major banks located in Macleay Street, Potts Point - NAB, Westpac, ANZ and Commonwealth, all with ATMs.

Boarders' Representative Committee

The Boarders' Representative Committee (BRC) consists of two representative boarders from each Year Group and the Boarding Captains. These representatives are elected by the boarders except for the Boarding Captains who are elected as part of the College student leadership body.

The BRC meet several times each term to discuss with the Director of Boarding issues pertaining to community living. Each representative speaks on behalf of their own Year group. Problems or concerns which are raised are encouraged to be accompanied by a suggested solution. Decisions made at the meeting are conveyed back to all members of the Year group at a group meeting. The Chairperson is normally a Boarding Captain, but she may deputise to others in advance of the meeting.

Bedrooms

Boarders should be particularly sensitive to each other's needs in bedrooms. The privacy of each boarder should be respected and the sleeping area should be quiet in the early morning and when boarders are in bed at night.

Each boarder is responsible for the care and order of her belongings and for the cleanliness and tidiness of common areas. Beds must be made, rooms tidied and floors cleared of objects each morning by the boarders before leaving for school. Bedroom furniture must not be moved. Drawers are not to be moved from room to room. Step ladders are available on each floor to access high items.

Boarders in Years 7-11 will change rooms and room mates every term throughout the year.

Bed Linen

Boarders are to provide two sets of bed linen, including a mattress protector, pillow, doona, doona covers, fitted and top sheets. These should all be clearly labelled for easy identification. Bed linen is to be changed by boarders each Monday and sent to the commercial laundry.

Linen

- 3 x Bath towels (colourfast)
- 2 x Single sheets, fitted sheet and top sheet
- 1 x Pillow
- 2 x Pillowcases (colourfast)
- 2 x Doona covers (colourfast)
- 1 x Doona
- 1 x Mattress protector (washable)
- 1 x Hosiery bag (for storing socks and stockings)
- 1 x Laundry bag (for storing dirty laundry)
- 3 x Mesh laundry bag (for whites/colours/darks, can be purchased at the College Uniform Shop)

Birthdays

Boarders are provided with a birthday cake on the day of their birthday to celebrate. This is shared with other boarders at dinner.

Bulletin

The Bulletin is emailed weekly to all parents/carers. It is also available on the College website. **Boarder Lines** is incorporated in to the Weekly School Bulletin to allow all families access to the boarders' life.

Boarding Guidelines

Cab Charges - Code of Conduct

Cab Charges

Cab charges are available for emergency travel, medical and dental appointments. They will be issued by the boarding staff, with permission from parents, and will be billed to the students account. Year 12 boarders are not able to have charges made to their accounts in Term 4.

Calendar

Dates for the calendar are set the year before. A calendar showing major school events for the year is sent to parents/carers. It is available on the College website.

Term dates are to be strictly adhered to when making holiday and travel arrangements. Early leave for the end of term must be applied for directly to the Principal. All boarders must attend the compulsory functions listed in the calendar and if home on leave, will be expected to return for these.

Cameras

Boarders need to be advised that if they are intending to use any photographs of students or staff, they must have written permission from each individual prior to publication.

Chapel

The Eucharist is celebrated on the weekends. Boarders walk to the local parish St Canice's at Elizabeth Bay. Attendance is compulsory for all boarders not on overnight leave and appropriate smart casual dress must be worn. Thongs and ugg boots, strappy or revealing clothes are not acceptable attire for Mass.

Parents are always welcome to join us either for the walk or to meet us at Mass.

Clothing

Name tags

All clothing items must be clearly marked, using woven sew-on name tapes. Iron-on tapes and black permanent markers are not suitable as they come off in the commercial laundry.

Name tags are to be machine sewn on as follows:

- Shirts and tops - inside centre back of collar
- Shorts, pants, underwear - inside centre back

- Socks, stockings - at the top
- Doona covers, sheets, pillowslips, towels - on the top edge

Arrangements can be made for unlabelled items of clothing to have labels sewn in by an alteration service and charged to the boarder's account.

Unclaimed items are kept only for a short time and then donated to a local charity.

Suggested non-uniform clothing

Dresses, skirts, T shirts, jumpers, jeans, shorts, underwear, swim suit, swimming cap, pyjamas, dressing gown, slippers, shoes, thongs, summer hat, toiletries, heat pack (wheat), shoe cleaning kit, sewing kit for mending, drinking mug, plate and cutlery (personal use in common room), spare woven (sew on) labels and sewing materials, umbrella, clothes brush.

Remember to label everything

Code of Conduct

In the Boarding community we value courtesy and sensitivity to each other. Boarders are expected to be polite to staff and to each other. Bad manners, swearing and any form of bullying are not in keeping with the ethos of the College and therefore not accepted behaviour.

Our Pastoral Care Policy and Code of Conduct reflect the ethos of the College which encompasses an integration of faith and culture within our Catholic tradition. Boarders are encouraged to strive for personal excellence and to become committed, compassionate and independent learners.

The boarders and staff are respected as unique, precious, and worthy individuals.

- The need for every person to be known;
- To experience the constancy of love;
- To feel safe to live, work and relax free from abuse, harassment or bullying, are high priorities.

Any breaches of this code will be taken seriously and will be dealt in line with the Discipline Behaviour Code by the Director of Boarding, the Deputy Principal and the Principal.

Boarding Guidelines

College Uniform Shop - Dining Room

College Uniform Shop

The College Shop is located on the ground floor of the Garcia Building in Challis Avenue.

Normal trading hours are:

Wednesday	Friday
8am-1.15pm	12.30-5pm

The College Shop operates on additional days in the weeks leading up to the beginning of the College year.

It is advisable that you phone the College Shop during normal hours and make an appointment for the fitting of uniforms etc. phone (02) 8324 6622.

Parents need to organise a credit card authority for easy purchase from the College Shop.

Common Rooms

Common rooms are for the designated Year groups. They are primarily for recreation, watching television and consuming supper. They are not to be used for breakfast.

Boarders are responsible for keeping common room areas clean and tidy. Individuals should wash up their own cups and plates and fix spillages on tables, in the microwave and elsewhere.

Groups of boarders are rostered to complete the final clean up at the end of each day. The junior common room must be cleared by 9pm every night and the senior at 10pm. This roster is posted on the noticeboards.

Furniture should be treated with respect. No feet are allowed on chairs or tables or lounges.

At the end of each term the refrigerator and microwave should be cleared and cleaned by the boarders.

Contact Times

Boarders may be contacted by ringing the mobile number of the relevant Boarding Coordinator.

Boarders are not available during study/quiet time, meal times or after lights out.

Years 7-11 boarders are required to hand their mobile phones in at night. The Boarding House mobile phone policy will be enforced. Boarding Co-ordinators can be contacted between the hours of 7-9am (in emergencies) and 3-9pm.

Counsellor

The College Counsellor is available for any boarder requiring assistance from Monday to Friday, 8.30am-3.30pm.

To make an appointment with the Counsellor, students may:

- Make an appointment at Student Services
- Parents can ring to request an appointment with the Counsellor
- If appropriate, the College Counsellor will make referrals to agencies outside the College
- Boarders attending external appointments can be accompanied by staff.

Dances

Boarders receive invitations to dances held by other schools, which are attended in a group with staff members supervising.

Personal invitations to attend a dance or school formal may only be accepted with the permission of parents/carers and must fall within normal leave regulations.

The boarders are required to dress appropriately for all social functions. The Boarding Co-ordinator and Director of Boarding will have the final say.

Dining Room

Year groups take it in turns to prepare the tables for dinner. Boarders are expected to dress and behave appropriately at all times. From Monday to Thursday, boarders are asked to wear casual clothes, not their uniform. Pyjamas, slippers and revealing clothing are not appropriate in the dining room at any time. Pyjamas at breakfast are not acceptable at any time, including weekends.

Under no circumstances are bare midriffs, low cut tops, short shorts or low cut jeans acceptable in the dining room. The College provides nutritious and well-balanced meals. Additional food should be kept to a minimum and be of a healthy nature. Take-away meals are allowed at dinnertime on Friday and Saturday nights for Year 12s only. There is limited refrigeration space available in common rooms.



Boarding Guidelines

Dining Room - Excursions

Dining Room continued

Breakfast is served from 7-8am each weekday morning for everyone, with the exception of Year 12s until 8.15am. Saturday breakfast is served from 6.30-9am, to cater for early sport games and on Sunday from 7-9am.

Boarders can write their hot lunch order on Mondays, Wednesdays and Fridays at breakfast time and collect it at lunchtime and then join other students for the lunch period. Lunch Monday to Sunday is a sandwich bar where boarders can create their own.

A selection of fresh fruit is available at all times. Afternoon tea is provided in the dining room on return from school. Supper is provided on Mondays and Wednesdays in the common rooms at 8pm for juniors and 9pm for Years 11-12. In the interest of health and hygiene, eating is not permitted in bedrooms. Food must be consumed in the common rooms only. Shoes are to be worn in the dining room at all times.

Boarders are encouraged to submit meal ideas through the BRC. Any special dietary requirements should be discussed with the Director of Boarding.

The menu is available on the website.

Disputes and Grievances

The College has a policy and procedures for any dispute or grievance from parents, students or other staff members. A copy of this is available upon request. Should you have any concerns or issues to be raised with regards to the Boarding House please contact the Director of Boarding.

Dress

Whilst the College is reasonably flexible in the range of personal dress styles it allows, it does require boarders to meet a particular standard of presentation, especially in public.

Boarders' should always be neat and tidy. Dress should be respectable and not revealing. Bare midriffs, low-cut tops, see through tops and dresses, short shorts, ugg boots, slippers and pyjamas are not to be worn to Mass or in the dining room or in public, this includes street leave.

Clothing suitable for the beach is not suitable for

the College or on the street. Shoes are to be worn in the dining room and outside the Boarding House. No rubber thongs are to be worn to Mass.

Short shorts or short skirts, strappy tops or dresses are not considered appropriate attire for Mass or in the dining room.

It is at the discretion of the Boarding Co-ordinators to determine the appropriateness of the clothes. Should a boarder's attire be considered to be inappropriate she will be asked to return to her room to change.

Clothes and shoes must be worn over swimwear when going to and from the swimming pool.

Electrical Items

The following electrical items are allowed: hairdryers, laptops, radios, iPods, straighteners, speakers and clock-radios. These items need to be checked and tagged to certify they are in working order. All appliances must comply with the Australian Safety Standard. Appliances may not be used unless this has been done. Heaters and electric blankets are not permitted.

Parents need to arrange for all appliances to be tagged prior to returning to the Boarding House each year.

End of Term

The end of term dates are advised in the College calendar. Boarders are not permitted to leave before the end of the school term. Parents may pick up boarders after the College closes. At the end of each term boarders are encouraged to take home all items they will not need for the next term.

At the end of Term 4 boarders are asked to take home everything as nothing will be stored at the Boarding House over the Christmas break.

Excursions

A completed Travel Permission Form is necessary for your daughter to attend excursions. The relevant Boarding Co-ordinator signs these forms. Forms for camp, sport and co-curricular activities cannot be signed by the Boarding Co-ordinator. Parents can sign the relevant forms and fax or email them to the College or the Boarding House.

Boarding Guidelines

Fire Drills - Homesickness

Fire Drills

Fire drills are held regularly. Every boarder is instructed on how to behave in an emergency situation. Candles, oil burners or pressure pack cans are not allowed in the Boarding House as these are potentially dangerous and can set off the fire alarms.

Graffiti/Vandalism

The College does not tolerate this activity. Offenders will be asked to remove graffiti or repair the vandalism in their own time. In the event that the property cannot be restored to its original condition, they will be asked to pay for its replacement.

Gym

The Boarding House has a small gym available to the boarders during their free time. Years 11 and 12 can access the gym Monday to Friday from 6.30am, as long as they have let their Boarding Co-ordinator know the night before. Years 7-12 can access the gym from 3pm until 4.45pm. They need to inform their Co-ordinator before going to the gym and wear suitable clothing and footwear.

Boarders jogging or walking can only go in the afternoon and must always sign out and in. Jogging and/or walking to Mrs Macquarie's Chair is for Years 11-12 only. Boarders in Year 11 must go in groups of three or more. It is preferred that Year 12s go in pairs. For this leave boarders must go via the Woolloomooloo route.

Hair

Whilst in uniform hair must be kept neat and tidy. Shoulder length hair must be tied back. Extreme hair styles or colours are not permitted. Any boarder arriving at the College with an extreme style or colour will be asked to have it rectified at a local hairdresser at their own cost. Under no circumstances should any boarder cut or colour another boarder's hair. Each student is required to provide a bottle of head lice shampoo and fine-tooth comb for the treatment of head lice.

Homesickness

Homesickness is perfectly normal for boarders living in completely new surroundings and in a necessarily routine and supervised environment.

This is a natural response to the loss of security and emotional support that home life represents for most young people. Parents may also experience a degree of emotional upset that results from the absence of their child. In the early stages of adjustment, keeping busy with study, sport or any of the activities that are available to boarders can be helpful. Students are often comforted by talking with boarding staff and/or other students about their feelings.

In the early stages of settling in, parents/guardians are encouraged to limit contact with their child. Surprisingly, contact with home can make matters more difficult for some. Students need to be reassured of parental love and support, but excessive contact with home can be counterproductive.

Therefore, we encourage you to:

- Understand that homesickness is a passing phase of your daughter's adjustment to boarding life.
- Limit contact to that which will be the normal pattern of contact during your daughter's stay in boarding.
- Be supportive and listen when contact is made. However, direct your daughter to increase participation in college activities.
- Realise that you will hear of, or experience, the worst of your daughter's homesickness.

Boarders will tend to write or ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of the boarding house in an effort to convince you to take them home.

Note that recurrence of the problem is quite common after the first few weekends out or term holidays. However, with space and time it is usually overcome very quickly upon returning to school.

We encourage you to let your daughter experience, as much as possible, the normal activities of the boarding house, particularly during weekends. We therefore suggest that you do not prolong the break by taking them out too often during settling in times. Each first weekend of a new term will be an 'in weekend' to encourage routine and build relationships.

Boarding Guidelines

Homesickness - Leave

Homesickness

Please encourage your daughter to see her Boarding Co-ordinator, School Nurse, College Companion, Counsellor or Director of Boarding if the problem seems to be reaching intolerable levels.

Often discussing the problem with someone not directly involved is of great assistance, and do not hesitate make contact with your daughter's Boarding Co-ordinator if you have any concerns.

In Weekends

There are two in weekends each term, the first and the last weekend and is indicated in the College calendar and the Bulletin.

All boarders are required to remain in the boarding house for these weekends.

Insurance (Personal Effects)

All personal effects are the responsibility of the student and her parents. The College Insurance Policy does not cover these. It is recommended that valuable items remain at home or are marked so as to be easily identifiable.

Jewellery

Valuable jewellery should not be brought to the College. The appropriateness of jewellery worn by boarders during out of school hours will be assessed by the Boarding Coordinators. All boarders have a safe in their room for the safe storage of valuables.

Any inappropriate piercings will need to be covered or removed if necessary.

Laundry

Commercial laundry is available for all boarders.

On site laundry facilities are available to Year 12 students. These include automatic washing machines and dryers.

All clothing for other year levels is sent to a commercial laundry twice a week.

Casual clothing must be suitable to be washed in a commercial laundry, i.e., hot machine-wash and tumble dry.

Separate mesh bags are used for delicates, which are washed at lower temperatures. Boarders need to read labels carefully to select which clothes go into the delicate bag. Mesh bags are used to sort laundry into whites, colours and dark clothes.

Every item of clothing, including underwear, must be clearly labelled.

Iron on and written labels do not last.

Winter uniforms should be dry cleaned. The boarders may take it to a local drycleaner at their own expense. Boarders are discouraged from hand washing as facilities are very limited.

Laptops

All technology is collected every evening and may be charged overnight, locked away in each Co-ordinator's boarding office. The laptops may be collected each morning after the boarder has eaten breakfast, tidied their room and ready for school, between 7.30-8.30am. The following are the evening collection times for each year group:

- Years 7-8 at 8.30pm
- Years 9-10 at 9pm
- Years 11-12 may keep their laptops at night, but will be monitored for inappropriate usage.

It is expected all boarders will be prompt when handing in devices otherwise discipline may occur in the form of limited access, earlier hand-in times or confiscation.

During study times computers are to be used only for homework or research. Boarding Co-ordinators will monitor computer usage closely at study times and anyone found misusing this time may be subject to disciplinary action.

Wireless connection to the Internet is available until 11pm.

The security of the laptops is the sole responsibility of the boarder.

Leave

All weekend leave requests must be received by Wednesday before the weekend requested.

All leave requests are made through the website for approval of the Boarding Co-ordinator.

Boarding Guidelines

Leave

Leave continued

It is the responsibility of parents/guardians to be aware of who the authorised hosts are and then discuss with them their responsibilities.

Boarding Co-ordinators will contact the host family to outline their responsibilities.

All leave must be approved by the Boarding Co-ordinators/Director of Boarding. Boarders are never to leave the College grounds without permission.

All boarders going on leave must be signed out by their Co-ordinator or in the Boarding Office before they leave the premises accompanied by the adult who is hosting or own family member.

Boarders are not to wear their school uniform whilst on leave.

Boarders must be dressed appropriately in order to leave the College grounds.

Any boarder who, due to transport difficulties or other contingencies, will arrive later than the expected return time, will ask their host to contact boarding staff by phone and arrange for late access into the College.

Boarders are not allowed to be a passenger in a car with anyone under 21 years of age or with 'P' Plate drivers, unless parental authority is given prior to undertaking any journey.

Boarders may have overnight leave with a sibling over 18 years of age, but may not take another boarder with her.

Exemption from sport procedure

Parents should email the Sports Department, jacobsj@stvincents.nsw.edu.au, requesting permission for leave from Saturday sport at least one week before the game.

Overnight and Day Leave

Weekend leave is for Friday and Saturday nights only. Sunday night leave requires special permission from the Director of Boarding and will be considered as a separate matter.

All boarders must return to the boarding house by 6pm on Sunday night.

Boarders are not permitted to go on overnight leave with other boarder's siblings.

Local Leave

Local leave for groups is in the local Potts Point area. It is only in the immediate vicinity of the College. It includes Victoria Street, Challis Avenue and Macleay Street, Potts Point. It does not include any side streets or further afield.

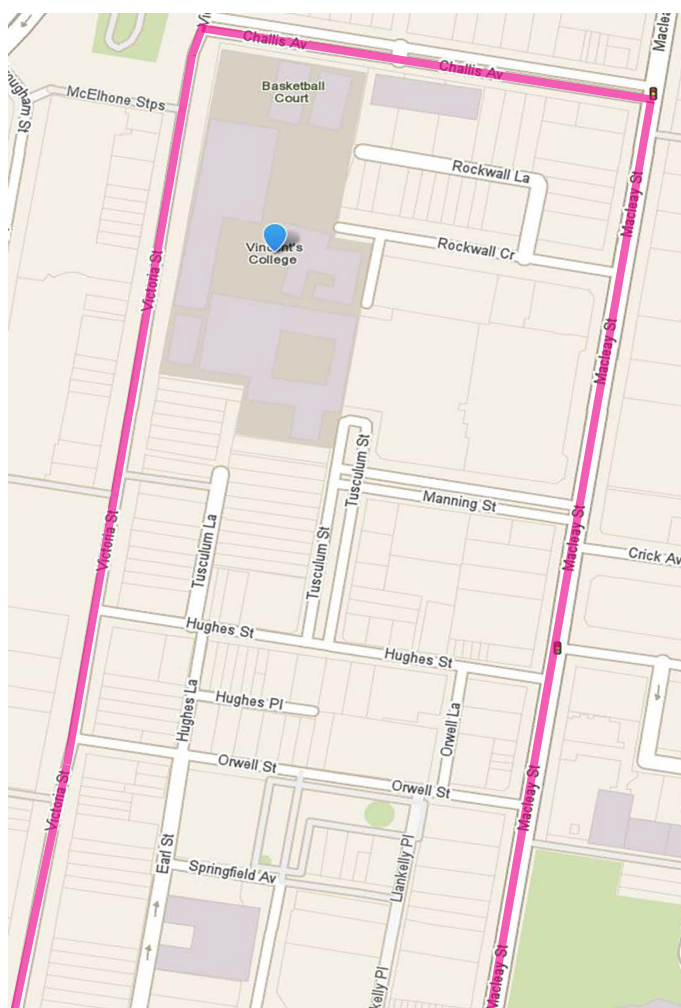
Local leave for Years 9-12 is Monday to Thursday, Year 7 is Tuesday and Year 8 is Tuesday and Thursday from 3.15pm returning by 4.45pm.

Local leave is in groups of at least three for Years 7-10, Year 11 in pairs and singularly for Year 12 and is only for a maximum of 30 minutes.

Permission must be given to go beyond the local area.

Exercise leave includes jogging and/or walking to Mrs Macquarie's Chair on an approved route for Years 10-12. It is preferred that Year 12 go in pairs.

Boarders must sign in and out for all leave.



Boarding Guidelines

Leave - Medical

Leave continued

Dinner leave

Boarders may have special dinner leave when their family members are in Sydney. Boarders are only allowed **one** dinner leave per fortnight.

Boarders may only miss one study period for dinner leave. On Friday nights, however, dinner leave with family may be extended until 9pm.

Year 12s may go in a group to a local restaurant in Macleay Street on Saturday night after Mass. They need to return by 9.30pm.

Early Leave

Boarders are not permitted to leave school early at the end of term. Term dates are set to facilitate travel times.

June Long Weekend

The Boarding House is closed on this weekend. Transport is arranged by CountryLink for travel on Friday morning and returning to the College, on Monday evening.

Please do not request extensions on this time.

Day Leave (group) – Saturday and Sunday

Boarders in Years 11-12 may go on unsupervised leave on Saturday and Sunday to Bondi Junction or the City. Boarders wishing to go to other areas for special leave must have permission from the Director of Boarding by Thursday evening.

Specific details of leave must be recorded and approved by staff.

Year 11 may go for up to five hours leave in groups of three or more on Saturday between 12-5pm and on Sundays from 10am-3pm.

Year 12 may go alone on Saturday from 12-5pm and on Sunday from 10am-6pm for five hours leave.

Year 10 have unsupervised leave for three hours only on Saturday and Sunday and should always be in a group of three or more.

Locked Cupboard and Personal Safe

Each boarder is supplied with a lockable cupboard and a personal safe. They are required to bring a medium sized padlock with a minimum of two keys (one of which is given to the Co-ordinator

and used if the key is lost). Boarders are advised to keep their key with them at all times. Boarders may use a combination lock and give the code to their co-ordinator. It is an expectation for all students to keep money and valuables locked up at all times. They should not give the code for their safe to anyone else.

Medical

The Health Centre is located in the Day School. It is for the use of all College students, from 8.30am-3.30pm. The College Nurse is specifically available to boarders in the 'Boarders Clinic' from 8-8.30am and 3.30-4pm.

The College Nurse can be contacted between 8am-4pm weekdays on either (02) 9368 1611 ext. 236 or 0419 694 924 (health@stvincents.nsw.edu.au).

All boarders are expected to have a medical information form completed and returned to the College Nurse annually, with any changes to individual health requirements or support reported as soon as possible.

All medical matters and appointments are to be directed to the College Nurse.

After hours, if a boarder is unwell she must present to her Boarding Co-ordinator, who will assess whether a medical opinion should be sought.

The College Nurse liaises closely with boarding staff, meeting daily for a formal handover to update Boarding Co-ordinators of expected care of boarders.

If a boarder is too unwell to go to school she will accompany the College Nurse to the Health Centre for the day. A Medical Certificate may be required.

The College community regularly utilises the services of two proximal General Practices, in addition to networking closely with other community health services.

The College Nurse will make appointments for boarders and ensure prescriptions are dispensed. Junior boarders (Years 7-10) will be escorted to these local medical appointments if possible, whilst senior boarders (Years 11-12) may attend the local doctor unaccompanied. Parents will be advised of any medical diagnosis and treatment. If parents

Boarding Guidelines

Medical - Mobile Phones

wish their daughter to attend a doctor or specialist of their own choice, they should liaise with the College Nurse who will try to facilitate this.

If possible, students will be escorted to these appointments. However, parents need to be aware that if the doctor is not situated in close proximity to the College, parents will be asked to provide transport and an escort.

When a boarder needs to be absent from school because of a medical appointment she must check with the College Nurse on the morning of the appointment who will sign the College diary and discuss transport and escort arrangements.

The College Nurse communicates regularly with the day school, notifying the appropriate parties of any boarders' absence.

Infectious disease

If a boarder is unwell and requires an extensive period of recovery, parents will be encouraged to take their daughter home. This decision is made in consultation with the College Nurse, Doctor, Director of Boarding and parents, bearing in mind the nature of the illness/injury and the needs of the boarder.

If a boarder has an infectious disease, parents are advised to take their daughter home, or arrange for her to be cared for away from the Boarding House, to protect the greater college community.

When a parent takes, or keeps, their daughter home on the basis of sick leave, they will be required to provide a medical certificate and ensure there has been adequate consultation with the College Nurse or a member of the College Cor such as the Director of Boarding, the Deputy Principal or the Principal.

Medication

All medication must be handed in to the College Nurse. This includes any over the counter products such as pain killers or natural remedies. Generally, the College Nurse, in accordance with school policy, dispenses medication. In the absence of the College Nurse, the Boarding Co-ordinators will dispense medication to boarders. If a boarder requires a prescription to be dispensed or medication purchased, she must inform the College Nurse who will organise this. These items are charged to the parents account.

Boarders are required to include in their toiletry kit a bottle of shampoo and conditioner for the treatment of head lice as well as a fine-tooth comb.

Hot water bottles are banned in the Boarding House. Boarders can bring a heat pack (eg. wheat bag) which can be easily heated in the microwave oven.

Unused medication is returned to parents at the end of the term.

Dentist/Orthodontist

If a boarder needs to see a dentist she will need to see the College Nurse, who will facilitate an appointment with a local dentist or with a dentist of the parent's choice.

Medical leave passes, escorts and travel arrangements are coordinated by the College Nurse.

When parents are choosing a dentist or orthodontist you should be aware that if the dentist/orthodontist is not in close proximity to the College, you may be asked to organise your own transport and escort.

Meals

Special Diets

If a boarder requires a special diet for medical reasons, this can be arranged with written notification from a GP. The Director of Boarding and the College Nurse should be notified of any special dietary requirements.

Boarders who require a special diet must indicate this on the medical information form.

Mobile Phones

Mobile phones can only be used during recreation time and must be handed in at the beginning of study and before lights out.

All boarders will hand in their mobile phones, with SIM cards intact, to their Boarding Co-ordinator each evening, Sunday to Thursday (times are the same for laptops).

The Boarding Co-ordinator will record the collection of the mobile phones and store them under lock and key overnight. The phones can be collected at a designated time before school each day.

Boarding Guidelines

Mobile Phones - Radios and iPods

Mobile Phones continued

Abuse of mobile phone use will result in the phone being handed in for a period of time. A repeat of this may mean the boarder is without a mobile phone for the duration of the school term. Repeated misuse may lead to the boarder being refused permission to have a mobile phone whilst in the Boarding House.

Any boarder found to have more than the one mobile phone will lose the privilege of having a mobile phone for the remainder of the school term. A repeat of this behaviour may result in the boarder being refused permission to have a mobile phone whilst in the Boarding House.

The responsibility for loss or theft of any mobile phone remains with the student and her parents. It is advisable to record all details of the phone and to consider an insurance policy against loss or theft.

It is recommended that a prepaid plan be in place for mobile phones. Due to safety issues boarders should have credit for their mobiles when going off campus so that they may contact the Boarding House if it is necessary.

Parents and boarders must read our Mobile Phone Policy and sign the agreement. This policy is found on the College website.

Money

Boarders are advised to keep only small amounts of money at the College.

Money should always be kept locked in their safe or in the locked cupboard.

Parents are advised to limit the amount of weekly pocket money.

Noise

Boarding is a communal living arrangement. With this in mind, noise levels should be kept to a minimum, especially during study periods and quiet time.

After lights out all noise should cease.

Overseas Boarders

Boarders whose home is normally outside of Australia must have a guardian resident in Australia who can accept responsibility for them.

A guardian must be an adult with the authority to make decisions for the boarder as well as to provide proper care should the need arise.

Any change of guardianship must be notified to the College advising the Registrar, the Director of Boarding and the Principal.

Photographs

Boarders may bring as many of these treasured possessions as they wish into the Boarding Community.

Photographs may not be taken or used in any form without the written permission from the people in the photographs.

Posters

Posters can only be displayed on notice boards in the boarder's bedroom.

No Blu-tac, sticky tape or glue is to be used on painted surfaces

Posters that are considered, by boarding staff, to be offensive, inappropriate, or in poor taste, will be asked to be removed.

Radios and iPods

Radios, iPods and portable speakers are permitted for boarders. Radios are recommended for Years 7- 11 as an alarm clock.

All electrical items should be checked and tagged to certify they are in working order labelled with the boarder's name.

These items and attachments should not be lent to other boarders. The responsibility for loss or theft of any of the above items remains with the boarder and her parents.

It is advisable to record all details of these items and to consider an insurance policy against loss or theft.

Boarding Guidelines

Rights and Responsibilities

Rights and Responsibilities

The Student Responsibility and Behaviour Policy and Procedures of the College is one of a number of documents which support the Pastoral Care provided at St Vincent's College. The College is committed to the principles of acknowledging God's presence in the world and therefore demonstrating respect for others, personal responsibility and integrity, and a commitment to use one's talents for the good of the whole community. It is expected that both staff and students model the values of generosity of spirit, hope, respect, service of the poor and justice in their interactions at school. All students are accountable for their own actions and are responsible for their behaviour at all times.

It is essential that staff are transparent and consistent in the use of the Student Responsibility and Behaviour Policy and Procedures so that students are encouraged to practise self-discipline. This policy is reconciliatory by nature. It recognises individual needs of developing the whole person to take her place in the community to which she belongs. As members of a Catholic College community, our actions must model the values.

The expectations and procedures outlined in the Student Responsibility and Behaviour Policy and

Procedures apply to behaviour in the Boarding School at all times.

The level system that applies in the Day School also applies in the Boarding School.

Where behaviour, which falls within Level 3, occurs on the weekend, the following procedures will apply:

- The staff member responding to the behaviour reports the matter to the Deputy Head of Boarding immediately
- Staff member then writes up the incident report for the Director of Boarding/Deputy Head of Boarding
- The Deputy Head of Boarding will inform the Director of Boarding by telephone or in person;
- The Director of Boarding makes contact with parents regarding the incident.
- This may result in the student(s) being suspended from the Boarding House until classes resume on Monday morning.
- The Director of Boarding will report the matter to the Deputy Principal on Monday morning.
- The response to the incident will be determined by the Deputy Principal and following the Student Responsibility and Behaviour Policy and Procedures.

*Travelling is a breeze
when you say please
be respectful
it's the new cool
and leave a seat for the elderlies*

*Listen to the boss
being rude is a loss
travelling is not hard
with your opal card
next stop! Kings Cross*

Boarding Guidelines

Rights and Responsibilities

Definitions

Level 1

Behaviours that may result in Level 1 consequences could include

- Rooms left dirty and untidy
- Common areas left dirty and untidy
- Not prepared for study
- Not working during study
- Inappropriate dress

Possible Consequences issued by staff member

Warning for first instance of behaviour or problem addressed on the spot

Responsibility

Boarding Co-ordinator

Level 2

Behaviours that may result in Level 2 consequences could include

- Repeated Level 1 behaviour
- Breach of leave expectations
- Not handing in mobile phone and laptop or iPad to coordinator by due time
- Defiance of instructions and directions of Boarding Co-ordinators

Possible Consequences issued by staff member

- Duties as approved by the Director of Boarding
- Loss of leave; maximum of two weekends
- Loss of mobile phone; maximum of two days

Responsibility

Director of Boarding or delegate

Level 3

Behaviours that may result in Level 3 consequences could include

- Unacceptable behaviour not included in the categories above
- The use of inappropriate language
- Disrespect towards staff
- Bullying and harassment of students/staff
- Cyberbullying
- Smoking, drinking, use of drugs
- Vandalism
- Theft
- Truancy for a day or overnight

Possible Consequences issued by staff member

Immediate referral to the College by the Director of Boarding

College policy and procedures on the management of student responsibility and conduct will apply

Responsibility

Director of Boarding

Deputy Principal

Principal

Unacceptable Behaviour could include any of the following:

- refusing to participate in the education program
- refusing to follow instructions about conduct
- actions likely to be detrimental to the health, safety or welfare of staff or other students
- behaviour that causes, or is likely to cause, damage
- behaviour that is likely to bring the College into disrepute

Rudeness could include any of the following:

- Arguing
- Shouting
- Ignoring a person when they are speaking
- Interrupting
- Using profanities
- Insulting others
- Excessive talking
- Laughing at or belittling someone
- Whispering
- Speaking poorly of others

Boarding Guidelines

SCEGGS - Sleep

SCEGGS

St Vincent's College has a number of SCEGGS students who board in the Boarding House but attend the day school at SCEGGS, Darlinghurst.

SCEGGS boarders are accepted into the St Vincent's College Boarding Community in consultation with the Principal of St Vincent's College. Once accepted, they and their parents/carers agree to the procedures and policies set down for St Vincent's College boarders. Any day school issues or concerns about SCEGGS boarders are passed to the liaison member who may contact SCEGGS on 9332 1133 or 0418 116 812 after hours.

SCEGGS boarders leave St Vincent's by 7.50am to arrive at SCEGGS in time for their Form class. The Years 11-12 Boarding Co-ordinator escorts the boarders to Victoria Street at 7.45am and ensures they are on the bus supplied by SCEGGS. SCEGGS boarders are picked up by a bus provided by SCEGGS at 7.50am Monday to Friday. If it is necessary for them to walk they will go together in a group which includes a senior at all times. If the bus does not arrive the Boarding Staff member rings SCEGGS immediately.

When no seniors are available Years 7-9 must be with a Year 10 boarder.

Year 12 may walk in the afternoon until 4.45pm or Years 11-12 together. They should arrive at St Vincent's by 5pm for study.

All SCEGGS boarders are to sign in and out for school in a green folder in the dining room.

Boarding Co-ordinators should check this folder to be sure of their activities after school and how the SCEGGS boarder will be returning to the Boarding House.

For early departure for Years 7-10 from St Vincent's or late departure from SCEGGS for extra lessons, sport training etc. a lift should be organised, and the relevant boarding coordinator informed of departure or arrival, and who is driving the car.

SCEGGS boarders may use St Vincent's Cab charges which are to be billed to the SCEGGS boarder's account.

A SCEGGS diary is kept in the staff room so Boarding Co-ordinators may check when exams, excursions etc. are on for each Year.

The SCEGGS term dates may differ from St Vincent's College. If St Vincent's College finishes the term before SCEGGS, the SCEGGS boarders leave with St Vincent's Boarders

In August each year there is a mid-term break, Monday being a holiday for SCEGGS.

St Vincent's College and SCEGGS agree that should the circumstances arise where there is no senior (Years 11-12) SCEGGS boarder available on a particular afternoon or there is no longer a senior SCEGGS student enrolled as a boarder at St Vincent's College, then alternate travel arrangements will take place, ensuring the safety of boarders at all times.

Security

Boarders have a security swipe card that allows them access to the Boarding House after school hours. During school hours the Boarding House is out of bounds. It is important that boarders do not give their student cards to anyone. The security guard will be on duty from 4.30pm-8.30am, Monday to Sunday. Boarders should have a charged mobile with them if returning to the College outside of regular hours. Boarders are to contact their Boarding Co-ordinator who will contact the security guard to open the gate. Boarders are to enter and leave via Rockwall Crescent only.

Door Alarms

Each main external door is automatically armed each night at 10pm and disarmed at 6.30am (5am on Saturday).

Sleep

This is a most important aspect of a boarder's health, growth and wellbeing.

All boarders suffer if other boarders are slow to settle down to sleep. Once quiet time has begun boarders should be in their bedroom, either studying or preparing to go to sleep.

The quiet time and lights out vary according to the year groups.

Lights out Saturday evening

It is at the discretion of the individual Boarding Co-ordinators to decide on the time for lights out but no later than 10pm.



Boarding Guidelines

Speech Night - Study

Speech Night

Attendance at the End of Year Speech Night is compulsory for all boarders. The date is published one year in advance.

Sports

A wide selection of sports is offered at the College and we encourage all boarders to participate in a minimum of two sports a year. This not only keeps them fit and active, but it gives them an interest and a common bond with other students.

Older boarders may escort Years 7-9 boarders. Lifts need to be organised by the boarder whilst at training. Boarding Co-ordinators then need to be informed of transport details.

If requesting leave from sport, an application must be made at least one week prior and directly to the Sports Department.

Student Drivers

Boarders are not permitted to drive into the College grounds while licensed as a learner driver.

Boarders taking driving lessons need to be picked up in Rockwall Crescent.

Study

Boarders have supervised study periods every day from Sunday to Thursday night. Years 7-10 have two hours and Years 11-12, three hours. The number of study hours are increased for the senior year groups. Senior boarders are expected to become increasingly self-reliant in the organisation of their study.

Years 7-11 are supervised in classrooms. Years 7-11 have teachers or university students assisting them with their work.

All boarders should have homework and/or study to do during study periods.

College diaries are checked and signed by the Boarding Co-ordinators to ensure completion of homework tasks.

Quiet time/Study

It is expected that all boarders will have completed their showers by commencement of quiet time. Boarders go to their own rooms and remain there until lights out. Boarders may choose to study during quiet time. This is encouraged for Years 10-12. Boarders needing more study time should inform their Boarding Co-ordinators and negotiate late study time, however, not past lights out. Years 7-10 must be in their own rooms by 9pm and Years 11-12 by 10pm, Sunday to Thursday evenings.

Year	Monday to Thursday Study	Monday to Thursday Quiet Time / Study in room	Sunday Study / Quiet Time	Monday to Sunday All Students to be their own rooms	Sunday to Friday Lights out
7-8	5-6pm 7-8pm		7-8pm	9pm	9pm
9	5-6pm 7-8pm		7-8pm	9pm	9pm
10	5-6pm 7-8pm	9-9.30pm	7-8pm	9pm	9.30pm
11-12	5-6pm 7-9pm		7-8pm	10pm	10.30pm

Boarding Guidelines

Swimming Pool - TVs, Videos and DVDs

Swimming Pool

Boarders are supervised by boarding staff whilst using the pool.

Clothing and shoes must be worn to and from the pool.

Swimming caps are encouraged to be worn whilst in the water.

Running around the pool enclosure is not permitted, and the usual College code of behaviour within the pool area is enforced.

Travel

Country students are entitled to free return travel from home to school during the year, at the beginning and end of each term.

Travel to destinations other than home must be paid for and arranged by the parents/carers.

The State Rail Authority provides coach travel to most country destinations.

Boarders are picked up and returned to the College with their luggage.

For those areas not covered by coach services, rail travel can be organised.

Only one suitcase weighing no more than 25 kg is allowed.

At the beginning of the year the College notifies the State Rail Authority of all Boarders eligible for coach/rail travel, their addresses and the term dates.

If parents are planning to collect their daughter at the end of term, it is imperative that they give boarding staff at least four weeks' notice.

Late cancellations, changes to bookings and late bookings will need to be made by the parents. Due to recent changes from Country Link the Boarding House is no longer able to do this.

Boarders and parents/carers will be notified of closing dates in the College Bulletin.

Eligible students will be issued with a Boarder's Travel Pass.

It is illegal to lend this pass to another person. If this occurs, State Rail may confiscate the Boarder's Pass for the rest of the year.

If the Pass is lost it can be replaced at a cost.

Boarders wishing to send unaccompanied luggage home must pay the cost.

Difficulties experienced by boarders on Country Link services should be reported to the College in writing.

It is expected that all boarders observe good behaviour while travelling.

Any complaints from State Rail Authority regarding poor behaviour in trains/coaches will be severely dealt with.

Tutoring

If tutoring is required for academic subjects, boarders are to inform their Boarding Co-ordinator of the day and time the tutor will be coming. All tutors need to have a Working with Children Check completed and their number passed on to the Boarding Co-ordinator before they commence tutoring. Each tutor will need to sign in to the visitors book in the Boarding Office.

Tutoring is organised to take place in the dining room or a classroom near study.

TVs, Videos and DVDs

Movies watched on laptops need to be supervised by boarding coordinators. Parents/guardians should limit access to Netflix, Foxtel etc. on boarder's laptop whilst at the College.

During weekdays, television viewing is limited. **no TV** in the morning and only from 3.15pm until 4.45pm.

Weekend viewing is more flexible - please consult your Boarding Co-ordinator.

Boarders are not permitted to bring their own portable TV.

Boarding Guidelines

Uniform - Visitors

Uniform

The uniform should be worn with pride. It should always be clean and tidy.

The regulation uniform must be worn complete and not with non-uniform items of clothing.

Boarders are to change out of their uniforms upon returning to the boarding house in the afternoons.

Uniforms are **not** to be worn on street leave, during weekend leave or at dinner. Boarders need to be in uniform for breakfast.

The College Diary lists specific notes on the wearing of uniform.

Visitors

All visitors must report to the Boarding office and sign in with the Boarding staff.

Boarders receiving visitors, including day students, must inform a Boarding Co-ordinator and introduce their visitor before entering the Boarding House areas. Visitors are permitted to the junior common room, not individual bedrooms.

Male Visitors

Male family members are not permitted to enter the main boarding areas but are welcome to use the Boarder's visitors lounge located next to the Boarding Office and the public areas of the College gardens. The exception is at the beginning and end of term when boarders may be assisted with their luggage.



St Vincent's College
Potts Point

St Vincent's College is an independent day and boarding school offering a contemporary Catholic education for girls Years 7-12.



Under the stewardship of

**MARY
AIKENHEAD
MINISTRIES**

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(8am - 4.30pm)
(02) 9368 1611

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