



Hurlstone Agricultural High School

Boarding School Information Booklet – v1.1 February 2024



EXCELLENCE | OPPORTUNITY | LEADERSHIP | COMMUNITY



Welcome to Hurlstone

Deputy Principals Message

I take this opportunity to congratulate your child for being successful in securing a place at Hurlstone Agricultural High School (HAHS).

Living at a boarding school is a diverse and a unique experience. It is an experience like no other and it teaches students the life skills needed to excel in life. With your child under our care, we ensure they are actively connected to their learning, have positive and respectful lifelong relationships and experience a sense of belonging to the school and community.



Living as a boarder, is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging at times, similar to sharing common spaces with a sibling. As a result, we at the boarding school are committed to providing safe, supportive and responsive learning environment for everyone.

Your child will be organised in year groups within their dormitories and receive support and guidance from their dorm monitor, prefects, duty team members, head teacher's welfare, nursing staff, senior executive and the school counsellor.

The school counsellors and student support officer are available in the day school for student support and program implementation. Students can make an appointment to see the counsellor and student support officer for support or a friendly chat through the school's main office or the head teacher's welfare.

For you to contact your child or if you have any concerns, please take note of the following phone numbers:

Please contact the following staff for welfare concerns:

- Mr. Samir Seblani (Welfare boys) - 0437 701 081
- Ms. Roxanne West (Welfare girls) - 0477 388 742
- Duty Team after School hours (Duty room) - 9829 9232

We look forward to making this new journey for your son/daughter a success and may he/she complete their high school education with everlasting memories.

Sailash Krishan

Deputy Principal Boarding

Contacting the school

Telephone:

Day School - 9829 9222 (8.15am – 3.15pm)

Boarding Duty Room - 9829 9232

Duty Room Opening Times:

School days

7.00am to 7.30am, 3.15pm to 5.30pm and 6.15pm to 11.00pm

Weekends

7.30am to 8.55am, 9.20am to 12.30pm, 1.00pm to 5.25pm, 6.15pm to 11.00pm.

Library Opening Times:

Monday - Thursday - 8.30am to 5.30 pm and 6.00pm to 8.00pm

Friday – 8.30am to 3.00pm

Wellbeing Centre Opening Times:

Monday- Sunday (Except Closed Weekend and Term Holidays)

7.30am to 11.00pm



Contents

Hurlstone Agricultural High School.....1
 Boarding School Information Booklet – v. February 2024..... 1

Welcome to Hurlstone3
 Deputy Principals Message 3

Contents5

Life as a Boarder8
 Introduction.....8
 Residential Supervision..... 11
 Boarder Council..... 11
 Dormitories 12
 Dormitory Monitors.....12
 Privacy and Personal Space12
 Common Rooms.....12
 Visitors to the Boarding School..... 14
 Visiting Day Students..... 14
 Canteen 14
 Room/Bed Inspection (BI) Procedures 15
 Out of Bounds 15
 Money..... 15
 Opal cards 16
 Posters and Advertising 16
 News from home 16
 Drugs and Alcohol..... 16
 Electrical Items 16
 Energy Conservation 17
 Laundry Needs 17
 Security..... 17
 Maintenance and Breakages..... 18
 Roofs and Trees..... 18
 Farm 19
 Library 19
 Sport Facilities 19
 Clothing and Personal Requirements 22
 Clothing..... 22
 Personal Hygiene..... 23
 Toiletries 23
 Linen..... 23

Other Personal Items.....	24
Contraband Items.....	25
Wellbeing Centre	26
Medical and Health Procedures for Students Accidents, injuries or illness.....	26
Medical Information.....	27
Medication	27
Pandemic.....	27
Catering Services	29
Attendance and Leave recording on REACH.....	30
Leave Policy /Reach Leave	30
Leave Breaches.....	31
Leave during School Hours	31
Afternoon and Weekend Leave	31
Wednesday Sport Afternoon Leave	31
Unscheduled Staff Supervised Outings/Activities	33
Boarding School Excursions/Outings.....	33
Parent/Community Organisations.....	34
Communication between School and Families	34
Parent/family/emergency contact details.....	34
Whom do you Contact?.....	34
Travel Arrangements	35
Travel Passes	35
Changes to bookings.....	35
Non-closed weekends	36
Cancellations/Changes	36
Correct Use of Travel Pass.....	36
Baggage Allowance on Coaches and Trains.....	36
Term Dates & Closed Weekends for 2024.....	37
School Policies and Procedures	39
Emergencies and Evacuations.....	39
Fire Alarm Procedures.....	39
Dining Room and Kitchen Procedures.....	39
Early Breakfast	39
Dress Standards.....	40
Workplace Health and Safety.....	40
Prep (Homework-Study Time).....	40

Right Place at the Right Time42

- Bl.....48
- Student issued with a 7.00am:.....48
- By 8.15am48
- Phone use48
- Community service:49



Life as a Boarder

Introduction

The school through the auspices of the Department of Education (DoE) provides an environment for the boarders to reach their full potential as individuals and members of the "Hurlstone Family". These structures encourage students to care for, and consider, each other and to appreciate the values of Respect, Excellence and Fairness, inherent in an education at Hurlstone Agricultural High School (HAHS).

The boarders are guided in a supportive environment by a committed and collaborative executive, wellbeing, and residential team, including a range of influences and support from the dormitory monitor, student support officer, Head Teachers wellbeing and most importantly, the year advisors. All staff are involved in all aspects of the students' day.

Boarders are provided with a structured environment to support their academic performance



and attend a range of activities to provide them with structured study experiences. These include allocated homework time ('prep' where they have access to the support of teaching staff, hired tutors and librarians.

Boarders are provided with an array of facilities to enjoy within the school setting. These include a range of common rooms in each residential facility. Boarders can also involve

themselves in a range of sporting opportunities through the outstanding sporting facilities within the school grounds which include tennis courts, football fields, soccer pitch, cricket nets and basketball courts.



Aerial view of school grounds including tennis courts, football fields, soccer pitch, cricket nets and basketball courts

All students living as a member of the connectedness have the same rights and responsibilities regardless of their age, gender, race or disability, just as family members/siblings do within a home. As students' progress into the senior years, they are given more independence and increased levels of leadership and responsibility as leaders of the school community.

It is also acknowledged that senior students, due to their level of study and extreme workloads, need quieter areas for study, relaxation time and more physical space. Living with other people, sharing bedrooms, bathrooms and eating areas every day is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging at times, similar to sharing a bedroom with a brother or sister.

There are essential personal qualities necessary for every person in the boarding school to exhibit, which will assist them to become a successful, safe and resilient individual. All students need to bring with them patience, tolerance, understanding, empathy and an acceptance of difference.

Demonstrating our commitment to learning

NSW public schools are committed to providing a safe, supportive and responsive learning environment for everyone. Our community has framed the NSW Public Schools Behaviour Code for students under the **5P's - Boarding** by being punctual, prepared, productive, polite and positive. The graphic below outlines how students can demonstrate their commitment to learning in the boarding school.

At Hurlstone Agricultural High School, we demonstrate our commitment to learning and achievement in the Boarding School by being:

PUNCTUAL for our learning

We show this by:

- ❖ Being in the **right place at the right time**.
- ❖ Arriving to mealtimes and prep **on time**.
- ❖ Leaving the blocks by **8:15am** on school days.
- ❖ Arriving **on time** for activities and transport.

PREPARED for our learning

We show this by:

- ❖ Ensuring that our clothes, sheets, and uniforms are **delivered to the laundry** on the **appropriate days**.
- ❖ Being **ready for prep**, prioritising work, and having the required equipment.
- ❖ **Packing our bag** for school **before** breakfast each day.
- ❖ Ensuring leave is submitted **on time**.
- ❖ Keeping dormitories, common spaces, and bathrooms **safe, clean, and tidy**.

PRODUCTIVE in our learning

We show this by:

- ❖ **Setting high expectations** for ourselves and working to the best of our ability.
- ❖ Listening **attentively** and **following all staff instructions**.
- ❖ Using prep and other free time to complete all class tasks and homework promptly.
- ❖ Making use of the **tutors and supports** available when needed.
- ❖ Ensuring all **phones are off and away** during prep.

POLITE at all times

We show this by:

- ❖ Showing **respect** to all boarding staff, students, and the school environment.
- ❖ **Waiting** calmly and respectfully for our turn to communicate.
- ❖ **Promptly** answering the **door** when someone knocks
- ❖ Keeping **phones off and away** during mealtimes.
- ❖ **Wearing appropriate attire** at all times
- ❖ **Communicating proactively** with the Duty Team.

POSITIVE towards our learning

We show this by:

- ❖ Engaging in **active and positive learning**.
- ❖ Making **positive and meaningful contributions** to our boarding school community.
- ❖ Taking **personal responsibility for our actions and learning**.

Residential Supervision

The residential team (duty team) consists of five members and includes four residential supervisors and a specific residential supervisor team leader who is in the duty room. Collectively, they are responsible for the supervision, care and safety of all boarding students. The team changes each day, with some regular cyclical rostering.

On weekdays, residential supervision starts from 7.00am to 8.20am then 3.05pm to 11.00pm, whilst on weekends residential supervision starts from 7.30am to 11.00pm.

From 11.00pm each night, overnight supervision is provided by one male and one female residential supervisor staff member residing in our overnight staff accommodation, which is in each of the residential blocks. An active patrolling security guard is on duty between 11.00pm to 7.00am weeknights and 11.00pm to 7.30am weekends. The security guards conduct random physical patrols of the boarding, day and residential areas of the school.



Boarder Council

The boarding school student leadership team play an important role in the provision of a voice for the student body. They consult, negotiate and collaborate with staff to identify and achieve the needs of the boarding school community. The boarder council is made up of elected representatives from each year group, elected at the end of term 1 each year.

They take an active role in the Boarder Parent Welfare Support Committee meetings each term and meet regularly with senior boarding staff providing parents and staff with insights and awareness of student/school issues as well as organising activities and events for the benefit of the whole student group.

Dormitories

Dormitories house students in various blocks and rooms across the boarding area, however, there are specific protocols to follow in this type of community. Students should not be in the dormitories of other students unless invited to be there, at appropriate times. Boys are not allowed in Girl's dormitory and vice versa. Students are responsible for the appearance of their dormitory and are to look after the allocated furniture and space. Additional furniture should not be brought to school and is not permitted in the residential setting. Special furniture requirements should be discussed with the Deputy Principal – Boarding. There are processes in place to assure the starting condition of allocated dormitories and rooms are assessed before students move to a new room or leave the school.



Dormitory Monitors

Dormitory monitors play a leadership role, which is highly valued and respected and support the younger students in the boarding school. They reside in a separate smaller room within the dormitory and act as a confidant and support person for the junior boarders.

They provide an extension to the residential team and have a connection with the dorm members to help manage minor internal issues that develop and escalate more serious concerns to the duty team if needed.

Privacy and Personal Space

All students have a right to privacy and personal space. Students and staff are asked to respect each other's privacy and follow the basic practices of knocking and announcing themselves before entering a bedroom. Boarders are to seek another boarder's permission before entering his/her personal area within a dormitory.

Common Rooms

Common rooms are available during free time and are utilised for student passive recreational activities such as watching television, playing cards, board games, collaborating on schoolwork and preparing snacks. Students are responsible for cleaning up after themselves and contributing to the general daily cleaning roster.



Students in common room

There are separate female and male common rooms within each dormitory block. The common room will provide access to hot water, toaster, sandwich makers, microwaves, dishwasher, ironing board and iron.

Visitors to the Boarding School

During business and out of school hours, all visitors, including parents, upon arrival to the school must report to the administration office Block F to obtain a visitor's pass/badge, and announce their arrival and sign in with the Duty Team Leader after hours.

This enables the school to know who is onsite, especially in the event of a lockdown or accounting for everyone during an evacuation.

All visitors to the school must also remember to sign out when they are leaving by signing out at the same administration area.

Visiting Day Students

Hurlstone day students are welcome to visit and be involved in after school or weekend activities with their friends within the boarding school.

As a visitor to the boarding school, they need to sign in the duty room upon arrival and departure. Visitors are not permitted to enter dormitories but can visit in permitted outdoor spaces.



Canteen

The school canteen is open before school, recess and lunch for boarders as well as day students. While the canteen does not extend credit, **parents may deposit money into a canteen account for their child to allow them to make purchases without cash.**

Room/Bed Inspection (BI) Procedures

Please refer to “Right Place Right Time” document

Out of Bounds

Several areas are out of bounds to students. These include:

- The north and south farm area unless with written permission from the Head Teacher Agriculture and only after the duty team leader has been informed for each visit.
- Dormitories during school hours without permission from a Head Teacher Welfare or Deputy Principal.
- Darkened areas at night away from dormitory blocks.
- Leaving the school premises unless on leave.
- Dormitory buildings of the opposite sex at any time.
- Day school areas are out of bounds after school hours and on weekends.

Money

Students are asked to keep only small amounts of money with them for personal use. There is an ATM machine in Glenfield shopping centre and Glenfield Post Office also provides ATM facilities. Students should not have large amounts of money at school. Any money they do have should be kept locked in their wardrobes.



Opal cards

Boarder passes will be provided for all students upon application by parents to SSTS (Transport NSW). Families will need to purchase an Opal card for times your child wishes to take private trips or go on boarding school outings using public transport in Sydney. They will also need an Opal Card for some school excursions.

Posters and Advertising

Students may place posters on the walls with blue tac in their dormitory area. It must be noted that posters that are considered offensive, inappropriate or in poor taste are not permitted. Posters or any items (such as cups, clothes, doona covers etc) that advertise cigarettes, alcohol, drugs or other provocative material are not permitted under DoE guidelines. Students will need to ensure they keep the walls clean of blue tac when they change or move posters.

News from home

Students enjoy receiving letters, packages and phone calls from home. Parents and other family members are encouraged to contact students as often as practical.

However, if things go wrong and imparting bad news is necessary, it can be very difficult for a young person who is a long way from home to receive bad news over the phone. Therefore, parents/carers who need to deliver bad news to their child are asked to contact either the Head Teacher Welfare or the Deputy Principal prior to speaking with them so that we can ensure appropriate support from staff and/or friends is available when they receive this news.

Drugs and Alcohol

The possession of non-prescribed drugs, drug-related implements, smoking, or taking an illegal drug, is against the law, DoE (Department of Education) policy, and school rules. Furthermore, the school is obliged by the New South Wales DoE to report such illegalities to the police, and the DoE.

Students found to be in the possession of or consuming alcohol on the school premises or smoking or vaping are suspended.

Students are disciplined in accordance with DoE policy.

Electrical Items

DoE regulations, policy, and Work Health and Safety (WHS) requirements ensure all electrical items brought into the school must be in a serviceable condition, tested and tagged every qualifying period with the tag clearly displayed.

Depending on the item, most electrical items require testing and tagging every 12 months. Items that are not tested and tagged must be removed from student use until it can be tested. It can be arranged for HAHS maintenance staff to conduct inhouse testing and tagging on most common electrical items. New students will be given a time that they will need to leave their electrical items out for their initial testing.

Power boards with a circuit breaker may be used and need to be tested. Electrical items such as fans, irons, hair straighteners and stereo equipment should be turned off when students are out of dormitories.

The use of a stereo system is permitted however, volume must be at a reasonable level to not disturb other boarders or residential staff.

Energy Conservation

In these modern times with contemporary national issues, the school aims to save resources wherever possible. Boarders are asked to assist with conserving energy by turning off electrical equipment such as air conditioners, lights, radios and fans when not in use or when leaving rooms, dormitories and common rooms.

As part of the school's efforts to conserve natural resources, every effort to save water is encouraged. Students are requested to have shorter showers and ensure taps are turned off properly when not required. They should also report leaking taps or other service issues to the duty team so they can be promptly repaired.

Laundry Needs

Located next to our Wellbeing Centre, HAHS has an in-house commercial laundry, which offers laundry services to all boarders. All boarders should drop off their laundry on the designated mornings to the laundry and collect it at the end of the day.

All clothes, garments and items for washing must be labeled and placed in their laundry bag and accompanied with a laundry manifest to assist laundry staff reconcile and identify items if a name label comes off during the wash cycle.

It must be noted that boarders may choose to wash their own clothes in the domestic washing machines also provided; wet washing is not to be hung in dormitory areas, over fans, heaters, out of windows or on railings. Clothes lines are available if a student needs them. However, all sheets, blankets, mattress protectors and towels must be washed in the commercial laundry so it can be washed in hot water for hygiene purposes.

Security

An external security contractor is engaged to provide overnight security for the boarding sector. They are in the duty room and undertake several random patrols during the night.

Boarders should ensure they secure their personal items in their wardrobe and lock it with their padlock or combination lock to prevent theft and use by other boarders. They should also ensure their windows and doors are closed and locked whilst at school for the day. Ensuring personal items are put away and not left in common spaces such as common rooms or bathrooms will reduce loss and potential theft.

Senior boarders in individual rooms should lock their doors of their rooms when they leave to prevent possible incidents of theft. Valuables should be always locked inside wardrobes. Students should bring to school, a personal combination lock that they use to secure their wardrobes.

All students should ensure all their possessions are clearly labelled with their name and should report any missing items immediately to the duty team leader.

Fire Safety Equipment

The school operates a back to base fire alarm system and security alarm system monitored by Chubb and School Security Unit respectfully.

Alarm screamers, fire hoses, fire extinguishers, emergency lighting, exit signs, smoke detectors, door closers and door handles are all considered vital safety equipment to save lives. Whilst these systems undergo regular inspection and tested through each scholastic year, they must always be in a serviceable condition to help save lives, therefore, deliberate tampering or interfering with safety equipment is forbidden and is a criminal offence and will be treated as such.

Any damage to this equipment must be reported immediately to boarder administration for immediate action and/or repair.

Maintenance and Breakages

The school has a dedicated maintenance team to maintain and/or repair essential services, infrastructure, buildings and equipment.

The school expects students to respect and care for their surroundings, facilities, or services, however, also understands that accidental damage or breakages will occur to school property or equipment at times. In such an event, it needs to be reported immediately to the duty team so they can report it for prompt repair. The school will meet the costs of accidental damage.

Roofs and Trees

If a ball or other property lands on a roof or in a tree, students should refer it to the duty team leader so they can request for possible retrieval by maintenance staff.

Due to the high risk and potential for injury, students are never permitted to climb on roofs or up trees.

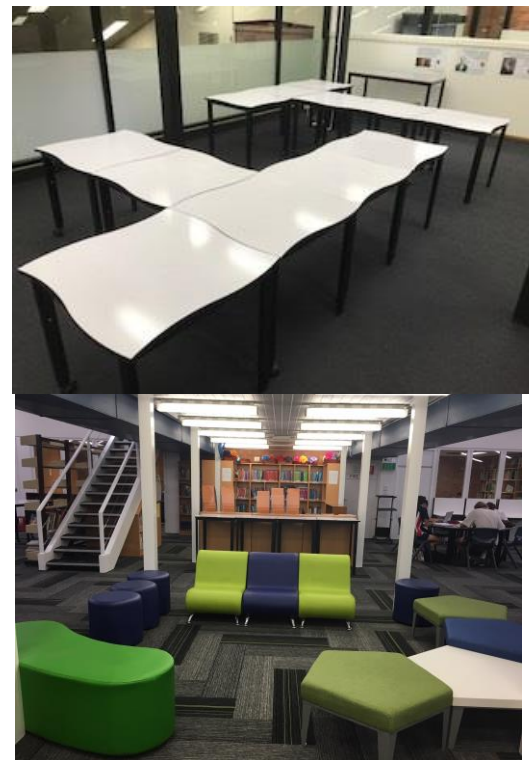
Farm

As one of the largest selective agricultural high schools in the state, we are blessed with a magnificent school farm within the confines of the Glenfield precinct. The farm operates a range of enterprises for agricultural educational learning outcomes and is a key focal point why many students select HAHS as their high school of choice. Many boarders become involved in daily farm activities through agricultural classes or through the school’s Rural Youth group program. The Rural Youth Program allows students to develop leadership skills and links to the farm and agriculture. All our show teams emerge from this training program. Please contact your Agriculture teacher about joining the Rural Youth group.



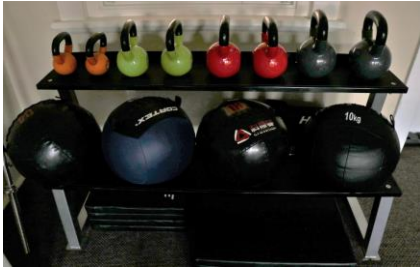
Library

The school library is open for all students from 8.30am to 5.30pm and for boarder students from 6.00pm to 8.00pm Monday to Thursday.



Sport Facilities

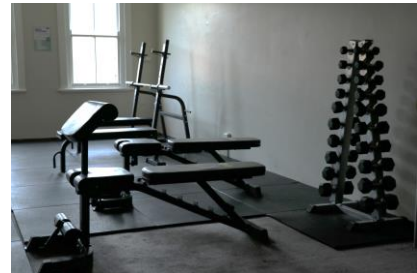
The school has a range of sporting facilities available for all student to access during school hours and for boarders to use during after school hours. This is accessible by requesting permission from the duty team.



Facilities include the football field, outdoor sand volleyball court, undercover basketball courts, cricket nets, undercover netball courts, and three tennis courts. Students can access the gym when there are appropriately trained staff to support them.

Recreational Activities

Student recreation activities are scheduled throughout the term. Those organised by the school will be placed on the Boarder VOR Sentral calendar and advertised to parents and students in the appropriate MS Teams. Many activities on the calendar are accessed ad hoc on weekday afternoons. Activities that involve outings beyond regular shopping and local trips, will have permission notes and sometimes payment that will need to be returned before the event. Students should pursue hobbies and interests in their free time. Many students join extra-curricular groups that are run outside of school hours or join a community sport or group. Transport to these activities may be supported with school vehicles and drivers BUT cannot be relied upon. It is best to choose an activity that can be accessed by public transport (we will do our best to 'travel train' students and encourage students to join as a group). Before joining a new external group, we encourage parents to contact a Head Teacher of Welfare who can provide information and advice.



The list below shows some external sporting and interest groups that students and families may be interested in contacting, found in our local area or are easy to access by public transport:

Sport/Activity	Season / Time details	Location and contact	Transport options
Netball	Starts in March / August. Registration Jan - early Feb	Campbelltown district netball association campbelltown.netball.secretary@gmail.com	Train to Minto and short walk to the courts
Junior Oztag	Starts July Thursday afternoons played Sept - December	Victoria Park, Minto with Campbelltown Junior Oztag Registration details http://www.greaterwestoztag.com/ Contact prue@oztag.com.au (0410 649 393)	Train from Glenfield to Minto, 15-minute walk to Victoria Park
Soccer	Registrations start early January Early February trials and grading commence 31 st March Local competition commences	Gunners Soccer Club- Bensley Rd, Macquarie Fields https://www.gunnerssc.com/ Check website for spaces in teams and inquiries to the email gunnersregistrar@gmail.com	Bus from Glenfield station (shop side) (Bus no. 872) with a 10-minute walk to the ground
Basketball	Term 4 – Term 1 Weekday afternoons – different age groups on different days (20 week program)	Minto Indoor Sports Centre information@macarthurbasketball.com.au (0451622755) parents should email to check for spaces in teams	Train from Glenfield to Minto, with a 4-minute walk from the station.
Music	All round year long	41 Spencer St, Fairfield NSW 2165 https://www.fairfieldschoolofmusic.com/ Contact one of the numbers on the website about pricing	Train from Glenfield to Fairfield with a 3-minute walk to the facility
Ultimate Frisbee	For 14 years and up Thursday nights from 7:30pm Winter League from July – September	https://swu.ultimatecentral.com/about-swu South west Ultimate Email southwestultimatefrisbee@gmail.com Paciullo Park, Liverpool (carpark access off Calabro Ave)	Train from Glenfield to Liverpool, Light rail at Stand B Liverpool to Brickmakers T-Way and then 10-m walk
Swimming	Sessions may begin from 3:45pm – 6pm during the week, with some sessions Saturdays depending on the level/age/ability	Macquarie Fields Leisure Centre - 02 4645 4030 https://www.campbelltown.nsw.gov.au/Services-and-Facilities/Aquatics-Fitness-and-Indoor-Sports/Squad-Program	Bus from Glenfield Rd, opposite Atlantic Boulevards – Bus 872 to Macquarie Fields Public School with a 2 min walk.
Drama	Sessions are held Mon – Sat 3pm – 9pm and Sunday 11:30am – 6pm	WOW performing Arts Academy U8/67 Jacaranda Ave Bradbury NSW 2560 0412 336 065 Wowperformingartsacademy@gmail.com	Train from Glenfield to Campbelltown station, Bus 885 to Jacarandah Ave Bradbury and a 1 minute walk

Clothing and Personal Requirements

Clothing

As a boarder, you will need to bring various personal items to ensure you have everything you need to live comfortably within the boarding school.

As a boarder living in close proximity to other students, it is paramount to ensure that all personal items are clearly labelled with the student's name so missing items can be identified and returned to the rightful owner. Regarding electrical and highly attractive items, it is recommended that these are engraved to increase the level of security for each.

Summer uniform is to be worn to school during terms one and four. Winter uniform is to be worn during terms two and three. Students must be in full school uniform every day.

Students not in uniform must obtain an "out of uniform" pass from their P1 class teacher. Uniforms need to be clean and pressed, shoes polished, and shirts always tucked in.

Student dress at other times needs to be clean, respectable and appropriate. Night attire is not suitable as day wear or to be worn in the dining room. Students need to always have footwear on when outdoors.

To always ensure an adequate attire and other essentials, it is suggested that students bring the following items to the boarding school:

- Full school uniform (at least 3 sets), school jumper, jacket or blazer, school hat (compulsory for PE and Agriculture), school shoes and sport shoes, school socks (4 or 5 pairs);
- Sports trackpants/shorts (PE Uniform);
- School bag, books, stationery and other course requirements;
- Four to six sets of casual clothing appropriate for the season;
- A set of sporting clothes or older clothing for physical or outdoor activities;
- One or two good casual and smart outfits;



- Underwear, at least seven sets, and casual socks; and footwear
- Three sets of sleepwear

Fully enclosed shoes are required to be worn in all farm areas. Thongs, slippers, joggers, dress shoes and casual covered in shoes are permitted in the boarding school. Students are required to bring their own shoe polishing equipment.

Personal Hygiene

To ensure adequate levels of hygiene both personally and within the school, students are required to:

- Shower daily and wash hands / sanitise after toileting and before meals. Note: Students are expected to walk to and from bathrooms covered appropriately to avoid causing discomfort or embarrassment to others, i.e. by wearing clothing or dressing gown;
- Use antiperspirant deodorant – roll on only (no aerosols permitted) ;
- Brush teeth at least twice daily;
- Hang your towel up to dry each day after showering;
- Wash towels and clothing regularly – including ironing;
- Wash sheets and pillowcase ;
- Students should sleep in their pajamas.

Toiletries

Shampoo, conditioner, brush, comb, soap, antiperspirant deodorant, toothbrush, toothpaste, personal hygiene items, nail scissors, tweezers, needle and cotton, nail file, sunscreen, aero guard and prescribed medications. **(Aerosol cans are not permitted. It is a Department of Education rule that such items must be confiscated and not returned).** Medications should be taken to the Wellbeing Centre.

Linen

To ensure adequate linen throughout each week, it is recommended that students possess the following linen:

- Three bath towels;
- Four king single sheets (2 x fitted);
- Pillow;
- Two pillowcases;
- Doona (quilt) and covers or blankets;

Other Personal Items

Students may wish to bring the following personal items:

- Alarm clock/clock radio, personal photos, cards, games, novels and books;
- Appropriate framed print/s paintings or posters to personalise their area;
- Two or three combination padlocks for locking cupboards (parents should know the combinations as a back up).



Contraband Items

There are a series of items that are not authorised within the dormitory or individual boarder rooms. The following list is not exhaustive and provide some examples:

- Refrigerator. A fridge is available in common rooms and is only allowed in rooms if a written request is made to the boarder executive, for example, due to a medical reason.
- Furniture not supplied by the school. If there are specific furniture requirements, please speak with a Deputy Principal about your needs.
- Food and snack preparation is restricted to common areas where equipment and space has been provided by the boarding school.
- Microwaves, toasters and other cooking equipment are forbidden in student rooms as they create unacceptable mess and potential fire hazard in sleeping areas. They will also set off the fire alarm if used within those spaces.
- Any food items brought into the boarding school must be stored in a sealed container and stored away neatly. Food stored in a common room fridge must be labelled with labels provided and include student name and date of opening.
- Candles, oil burners, incense and mosquito coils are fire hazards and are NOT to be used at school.
- Replica guns/cap guns, knives, weapons and laser pointers are not allowed on the school grounds or in the possession of a student.
- Aerosol cans are not permitted in the boarding school as they pose a number of risks and may set off the fire alarm system.
- Energy drinks such as 'V' and 'Mother'
- Excess levels of junk food such as softdrinks and snack foods
- E-scooters and electric bikes are not permitted in the boarding school. All students riding regular bikes and scooters must wear a helmet and follow the rules for times, location and procedures for riding.

Wellbeing Centre

The Wellbeing Centre is a wellbeing facility with the primary function to cater for boarder wellbeing matters, and serves as the school sickbay for all students during school hours. Boarders are welcomed and encouraged to attend to discuss a variety of wellbeing issues and personal health matters impacting on their lives.

It is staffed by a registered nurse contracted through an external service provider that can sustain ongoing and changing healthcare requirements. Equipped with hospital style beds, bathroom facilities, it also has a treatment room where boarders can receive their prescription medication and/or present for various health ailments.

The facility's normal operational time is from 7.30am to 11.00pm each day, however, obtaining nurses through the contracted service provided enables short notice to request a nurse for an overnight shift from 11.00pm to 7.30am when the need arises providing appropriate care for each boarder. If students will require sustained care beyond 24 hours the school will contact parents to arrange for the child to be collected by a carer.

A staff member will advise parents/carers if their child is sent for medical treatment off site or for ambulance notifications.

Medical and Health Procedures for Students Accidents, injuries or illness

A Medicare card is essential for all students as it needs to be presented for all medical appointments.

In the event of an accident, injury or illness students should be taken or go directly to Wellbeing Centre for assessment and administration of first aid by the nurse. Except for the requirement to call an ambulance under mandatory injury protocols, and depending on the nature of the injury, the nurse will assess and determine when a student requires external medical attention and will proceed with the necessary arrangements to notify parents.

A residential staff member will always accompany students to hospital and in some cases to a medical centre. Staff will accompany students under 16 into medical consultations. Students who have been injured because of an accident at school or during a school activity are required to complete an accident report. Some injuries and illnesses will require a medical clearance that states the students is able to return to school, classes or other activities (such as sport). Staff of the Wellbeing Centre will advise and support this process where necessary. The staff of the Wellbeing Centre can also assist in making medical appointments for students while in the care of the school.

Medical Information

Parents together with their health care professionals must complete the Student Medical Information form and submit to the school prior to the student taking up residence. If the medical plan for your child changes, a new Student Medical Information form must be lodged with the school.

While every effort is made to provide first aid through our registered nursing staff, there may be times when your child's condition is more serious and requires specialist care. This may involve the attendance to a medical practitioner and/or an external healthcare facility (Medical Centre/Hospital). The deputy principal or residential representative will advise parents/carers if their child is admitted to an external facility to obtain more appropriate level of diagnosis and/or healthcare treatment and to organise a handover to parents and family members in attendance.

Medication

It is the parents'/carers' responsibility to arrange prescription medications to be packaged in a Webster pack to assist in the ongoing management and security of the medication, as it must be stored, managed and administered by the nurse at the Wellbeing Centre. When volume of medication is low or close to its used by date, the nurse will arrange for the parent/carer to be informed.

Student medication, including non-prescription medications must be stored and administered at the Wellbeing centre by the nurse, unless a prearranged self-administration of medication is part of a negotiated health care plan. Medication is administered by a staff member and signed off by a staff observer. If there is a change to medication or dose rates, we require updated prescription information and written notification from the doctor, this includes when medication is ceased.

Students who are asthmatic, diabetic or who have anaphylactic reactions are permitted to keep their medications with them; however, an additional supply should also be kept in the Wellbeing Centre.

Pandemic

During a pandemic (or infectious disease outbreak in our boarding facility), the school receives health advice from the Ministry of Health and DoE's WHS directorate as required. Protocols are reviewed, amended and implemented each day to protect the health and safety of all students and staff and we follow departmental procedures to report and assist students onsite, and ensure staff follow their obligation in terms of reporting and isolation to restrict any contamination or transfer of infection. This may include isolation onsite or a need for students to leave site. Nursing staff and boarding executives will maintain communication with families around these issues.

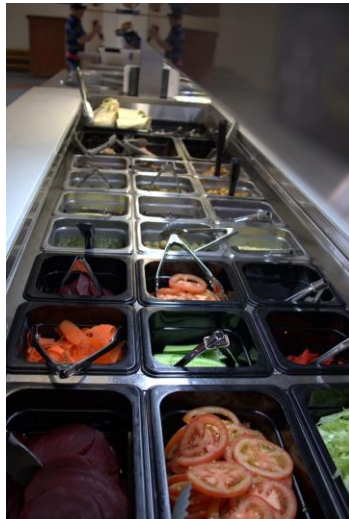


Catering Services

HAHS has engaged the services of Cater Care Australia under a NSW State government contract to provide the culinary requirements to boarders. As an industry leading contract catering, accommodation and facility management service provider, Cater Care are proudly 100% Australian owned and operated.

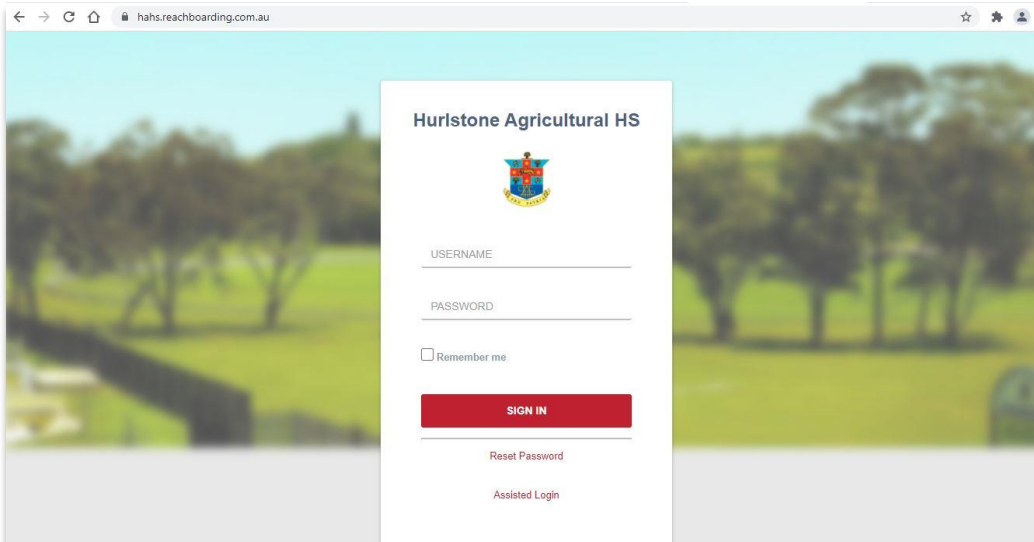
They have been providing high quality meals to HAHS since 2015 and have been granted an extension to contract to June 2026. Further information about Cater Care can be obtained on their website catercare.com.au

As a boarder your child will have all primary meals provided at the dining room, with all meals being controlled for their nutrition and protein values.



Attendance and Leave recording on REACH

Whilst all students are enrolled at HAHS, all boarder enrolment and attendance is managed on the third-party application called REACH. It is used to record attendance within the boarding school and apply for short, medium, and long-term leave, and provides residential supervisors with a quick snapshot of which boarders are on site and who has taken leave.



Parents can apply for and approve leave for their child. REACH enables parents to remain highly involved with the request and approving of leave, so they have the capability to know where their child is after school hours.

Leave Policy /Reach Leave

Before leave is granted for all students, a leave on REACH must be entered by parents/carers and approved by the Executives. Please ensure all leave is submitted at least 48 hours (2 school days) in advance. Students must confirm their leave with boarder administration staff or residential supervisor staff before they leave the school premises.

When entering leave, please complete all sections with appropriate details. Some important features:

- Reason for leave: please supply detail of why the leave is being requested. If this involves leave from the day school, it should only be for serious family or medical reasons (for non 'emergency' medical/dental appointments, please ensure that these are scheduled out of school hours).

- Destination: Please be specific about the destination. An example of this is for students travelling 'home' when the parents do not reside at the same address – please provide more specific information.

Leave Breaches

The school discipline policy will be followed in the event of students failing to follow leave procedures or for providing false leave information.

Leave during School Hours

The NSW DoE Attendance Policy requires that students attend school on all days that the school is open. Therefore, no leave will be approved during school hours unless there is a family emergency or serious medical need.

Leave during school hours can only be approved by the deputy principal or principal. This includes the day preceding closed weekends and the conclusion of each term. Principal approved leave will only be granted if students are required to travel long distances and no other suitable travel arrangements can be made. Principal approved leave will be granted for students utilising school organised Transport NSW travel.

Afternoon and Weekend Leave

Every leave application must be made on the REACH boarding software.

Unless accompanied by an adult, students must return to school by 5.30pm for dinner.

Residential supervisors complete active duty and close the boarder administration office for arrivals by 11.00pm each night. Overnight Security staff patrol the site throughout their shift (from 11pm to 7am) . They do not perform any boarder admissions or sign out.

Students must return to boarding school from leave no later than 30 minutes before their lights out time on any given day.

Wednesday Sport Afternoon Leave

As most senior students are not involved in Wednesday afternoon sport, they are normally dismissed at the conclusion of period 2.

Day students are then able to leave the school grounds to travel home.

Senior boarding students can return to their rooms for independent study or are able to apply for leave to attend local libraries or shops to obtain necessary resources. Students in the boarding school during this time will be supervised by the teaching staff.



Leave categories

REACH leave is to be entered using the following guidelines;

Leave Type	Definition	Cut off times	Approver/s
Closed Weekend/End of Term	This leave type is used for Closed weekends and for the end of term/return leave. This should be placed at least 3 weeks prior to the event.	Follow the email instructions re closing dates – usually three weeks prior to travel	HT Welfare
Medical Leave	The Education Act requires that students attend school on all days that the school is open. Therefore, no leave will be approved during school hours unless there is a family emergency or serious medical need. All medical appointments should be scheduled after school hours.	Not fixed.	DP Boarding/ Senior on call
Leave – School Transport requested if available	Can be used for weekday afternoon or weekend leave. This leave will be used if a vehicle and a member of staff is available to facilitate this. Please write in the notes section if you wish for your child to use public transport to attend the leave if the school is unable to facilitate transport.	48 hours prior to leave.	HT Welfare
Leave –Public transport	Can be used for weekday afternoon or weekend leave. The destination and mode of transport must be written in the notes section.	48 hours prior to leave.	HT Welfare
Day school +	Leave during school hours can only be approved by the Deputy Principal or Principal. This includes the day preceding closed weekends and the conclusion of each term. Principal approved leave will only be granted if students are required to travel long distances and no other suitable travel arrangements can be made. Principal approved leave will be granted for students utilising school organised Country Link travel.	48 hours prior to leave	DP boarding/ Senior on call
Unplanned parent leave	Parents can surprise their child by taking them out without notice at any time outside school hours. Parents should provide a list of other adults that can take their child out on leave. Parents / other adults are required to present photo identification at the duty room and arrange this leave with the staff on duty, students must be collected in person for unplanned leave and will not be permitted to travel to meet parents / other adults to go on unplanned leave. Unplanned leave, when not a parent, is for a maximum of 4 hours and students should be returned to school at least 30 minutes before their scheduled lights out time to avoid disturbing other students.	Leave will be made by the Duty Team leader when the parent attends the school to collect their child. If parent is not the person collecting the student – parents MUST ring the school (98299232) and speak with duty team leader to enter the leave	Team Leaders

Note

1. Leave is not required for day school activities. However, students must be signed in/out using the Kiosk view.
2. Students are to return to school 30 minutes prior to lights out for their year group.

Closed Weekends

A closed weekend normally occurs around the fifth weekend during each term of the scholastic year and/or based on public holidays that occur during term. On these weekends, all students must leave for home or go to a host residence of their choice.

Boarder administration staff will organise transport for boarders who require transport to their home and back to the boarding school.

All travel arrangements are made on application through the boarder administration at least four weeks prior to travel (Transport NSW requirement). Students can return to school on the Sunday afternoon, or the Monday of a long weekend after 3.15pm. No supervision is available prior to this time.

Students living within the metropolitan area or within a reasonably close distance to the school are required to attend school on the day and depart for home at the conclusion of the school day. Unless exceptional circumstances exist, which have been communicated to the head teacher welfare, all students should leave the boarding school by 8.15am and the day school by 3.05pm on the day of each closed weekend. Students will store their luggage for the school day that they can collect before departing for leave.

Boarders who will attend school on the Friday of a closed weekend for the day or part day, must leave the boarding school with their luggage and store their bags in the front office until they sign out. If returning to school during a school day they will need to store their bags and proceed straight to class on return. This may mean that they will need to pack supplies for their school day. Students are not permitted to enter the residential buildings during a school day.

Unscheduled Staff Supervised Outings/Activities

On occasion, staff members may organise to take students to local shops or markets for a short period of time for the purpose of school shopping, student shopping or other boarding school business, or may also include the opportunity to attend local gymnasiums or sports facilities.

Boarding School Excursions/Outings

Boarding school personnel will organise and supervise a variety of excursions throughout the year as part of the school recreation program for boarding students. These outings will be arranged in accordance with the DoE Excursion Policy and will be authorised by the Deputy Principal. The excursions will involve travel by a variety of means according to the destination and may include travel by school vehicle/bus, or public transport.

These activities may include:

- Local Markets
- Beach trips
- Local Shopping Centre
- Local Swimming Centre

- Factory Outlets
- Local Cinema
- Darling Harbour
- Local restaurants
- Go Kart racing

Signing in and out of school for leave

It is a requirement and a responsibility of students to see a duty team member as they depart for leave and as soon as they return from leave. This is so the staff member can change the student's status on REACH as 'on leave' or 'in boarding facility'. This is best done when students depart from the duty room or return. Failure to check in with staff will result in a consequence (please see 'Right Place. Right Time' documentation). Students are required to ensure that their whereabouts is understood by the duty team.

Parent/Community Organisations

The Boarder Parent Welfare Support group consists of elected representatives of the boarder parent body and meets twice per term (weeks 3 & 8 each term – Tuesday evenings at 7pm). Elections are held for the group every year during Annual General Meeting in April/May.

The group represents the boarding school community in determining broad boarding school policies to assist the Principal and school boarding staff in planning and managing the boarding school operations.

The school communicates with the group through a MS Teams group that all parents can access. Meetings are held online, recorded and include agenda and minutes.

Boarding families can join the school's P&C, who endeavour to ensure meetings can be accessed online. Contact P&C through the following email address for more information; hahighschoolpandc@gmail.com

Communication between School and Families

Parent/family/emergency contact details

Parents are requested to ensure that all family and emergency contact details are always kept up to date. Parents should provide the details of a contact that resides in Sydney or as close to Sydney as possible, in the case of an emergency. Please contact the day school office to update contact and other information as necessary.

Whom do you Contact?

With day school matters first contact should be the classroom teacher. If further information is needed contact the relevant Head Teachers or Year Advisors/Wellbeing team. For Boarding School matters, it may be best to contact the Duty Room or Head Teachers Wellbeing as an initial point of contact. For serious matters you can contact the Deputy principal's - Boarding or the relevant year group Deputy Principal.

Travel Arrangements

Travel Passes

Student travel is coordinated with assistance from the school administration office. Most students are entitled to free travel to and from their home via Transport NSW travel and are issued with a Boarder Pass. Application forms for these passes and further information is available online at: <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-boarder-rail-pass>.

Boarder Students entering Year 11 at school need to re-apply for their Boarder Pass.

To be eligible for such a pass, students must be a resident of New South Wales. Students whose permanent home is in the ACT or another state are not entitled to this pass. The pass is used for weekend and end of term travel home and return to school in New South Wales only. It cannot be used for activities such as school excursions, sport and work experience.

Travel must be by the shortest and most economical approved route between the student's home and the school. It is only available from the rail station or Transport NSW coach stop closest to the student's home and school. Journeys cannot be broken.

Boarders who live in the Sydney metropolitan area may apply for an OPAL Student concession card instead. This allows them to travel to and from school-on-school days only and cannot be used on weekends. Students with a concession card are not entitled to a free pass for weekend and vacation travel.

Travel to destinations other than home must be arranged and paid for by the student or parents/carers. This can sometimes be quite expensive. Students must always carry their rail passes with them whilst travelling between school and home. A new application form must be filled out if there is a change of address.

Changes to bookings

Students journeys to destinations other than home must also be organised and paid for by parents, as boarder passes only cover travel to and from home.

All tickets are sent to the boarding school by Transport NSW few days prior to departure and are then distributed to students who need to check that their tickets are as requested. Any errors with the bookings must be notified to school administration staff immediately so Transport NSW can be advised and issue an amended ticket. Home destination arrival times as well as departure times are clearly marked on tickets, and it is up to students to ensure that parents are informed of these arrival/departure times. Be aware that travel times can vary particularly when using the bus.

Non-closed weekends

Students may travel to and from home on Friday to Monday depending on the distance. Students required to travel on any other day must collect an authority to travel form from the school to entitle them to free travel.

Cancellations/Changes

Parents and students are asked to avoid wherever possible cancelling coach travel at the last minute. Changes to travel in the week prior to departure are generally not accepted by Transport NSW. Parents must phone 132232 for any trip cancellations.

Correct Use of Travel Pass

Students may only travel using their own Weekend Boarder Pass or Cityrail Pass to their home destination as incorrect use may result in the cancellation of student passes resulting in all future travel being at full cost.

Baggage Allowance on Coaches and Trains

Countrylink ticketing rules indicate:

- Two pieces of luggage are permitted per ticketed passenger or heavy luggage 5-20 kg to be no larger than 60cm high x 70 cm long x 50 cm wide
- Candy striped bags are only accepted if they are of medium size, contain clothing and soft items and do not exceed 15kg.
- In addition to two pieces of checked in luggage, passengers can take one piece of hand luggage on board the coach. Such hand luggage must not exceed 30cm in height, 50cm in length, and 30cm in width. Hand luggage on board the coach must be stowed under the seat.
- Luggage restrictions are printed on every ticket.

Note that Countrylink makes no special arrangements for Y12 HSC students taking extra books home. There is limited space on all Countrylink services for checked in luggage. Countrylink reserves the right to limit the acceptance of checked luggage at any time.

Term Dates & Closed Weekends for 2024

Term 1	
Years 7, 11 and 12 students return	Wednesday, 31 st January (<i>after 3:05pm</i>)
Years 8, 9 and 10 students return	Thursday, 1 st February (<i>after 3:05pm</i>)
Years 7, 11 and 12 students commence	Thursday, 1 st February
Years 8, 9 and 10 students commence	Friday, 2 nd February
Closed weekend students depart	Friday, 1 st March (<i>before 3:05pm</i>)
Closed weekend students return	Sunday, 3 rd March (<i>after 3:05pm</i>)
Easter Long Weekend students depart	Thursday, 28 th March (<i>before 3:05pm</i>)
Easter Long Weekend students return	Monday, 1 st April (<i>after 3:05pm</i>)
Last Day of Term 1	Friday, 12 th April
End of Term 1 students depart	Friday, 12 th April (<i>before 3:05PM</i>)

Term 2	
Beginning of Term 2 students return	Monday, 29 th April (<i>after 3:05PM</i>)
Years 7 - 12 students commence	Tuesday, 30 th April
Closed weekend students depart	Friday, 7 th June (<i>before 3:05PM</i>)
Closed weekend students return	Monday, 10 th June (<i>after 3:05PM</i>)
Last Day of Term 2	Friday, 5 th July
End of Term 2 Students depart	Friday, 5 th July (<i>before 3:05PM</i>)



Term 3

Beginning of Term 3 students return	Monday, 22 nd July <i>(after 3:05PM)</i>
Years 7 - 12 students commence	Tuesday, 23 rd July
Closed weekend students depart	Friday, 30 th August <i>(before 3:05PM)</i>
Closed weekend students return	Sunday, 1 st September <i>(after 3:05PM)</i>
Last Day of Term 3	Friday, 27 th September
End of Term 3 Students depart	Friday, 27 th September <i>(before 3:05PM)</i>

Term 4

Beginning of Term 4 students return	Sunday, 13 th October <i>(after 3:05PM)</i>
Years 7 - 12 students commence	Monday, 14 th October
Closed weekend students depart	Friday, 15 th November <i>(before 3:05PM)</i>
Closed weekend students return	Sunday, 17 th November <i>(after 3:05PM)</i>
Last Day of Term 4	Friday, 20 th December
End of Term 4 students depart	Wednesday, 18 December <i>(before 3:05PM)</i>



School Policies and Procedures

Emergencies and Evacuations

Evacuation procedures are regularly reviewed and practiced within the boarding school sometimes with warning and other times without. All students are trained in evacuation procedures and must respond promptly to all alarms following the school procedures.

Fire Alarm Procedures

In the event of a fire alarm all students are required to quickly and orderly evacuate the buildings via their nearest exit and proceed to their evacuation areas for a roll call. All students are to remain at their assembly areas until the buildings are declared safe by the fire brigade.

- The evacuation point for all boys is Room 48.
- The evacuation point for all girls is classroom CR1.

Dining Room and Kitchen Procedures

Students must attend breakfast and dinner each day.

Students are responsible for clearing their table, placing scraps and rubbish in bins and returning their plate and cutlery to the servery window.

Students are not permitted to enter the commercial boarding kitchen at any time.

Meals served on dining room crockery should be consumed in the dining room. Plastic and takeaway containers are available if needed. Take away meals should be ordered in advance for excursions and on occasions a meal needs to be saved when students are on leave. This is done by marking the details on the noticeboard the day before (or at breakfast if dinner needs to be saved).

Students are not permitted to use mobile phones during mealtimes – all phones should be 'off and away'.

Early Breakfast is available to students from 6:30am in the dining room if required. Students must place a note on their door stating the reason for early breakfast eg. excursions, Period 0 class, sport training. Students who require a breakfast prior to 6:30am can collect food from the duty room the evening before.

Driving/Parking for students

Students who wish to drive and/or park vehicles at school should make application with the Boarding School Deputy prior to beginning to drive.

If the application is accepted, they must observe speed limits at all times, including within school grounds and park their car in the allocated parking area as stated by the Deputy Principal. Keys must be kept in the locked keytel in the duty room (handed in as soon as students return to school) and will be handed over to the student when they have approved leave that states they will be driving (approved by parents and school). Students are NOT permitted to drive other students, except siblings (with permission from parents). Students who fail to abide by these rules may have driving and parking privileges removed.

Excursion/Incursion payments and permission

Many activities held within the boarding school are free. For activities that require payment, this should be done online- in the same way payments are made for all school activities, from the school website or schoolbytes. Permission notes for excursions for boarding school activities and day school activities are distributed electronically to parent email addresses via schoolbytes. Most events can have permission granted from parents online (except camp). Events requiring permission will have a date and time that this needs to be completed by, to allow organisation and planning for events.

Students may order a lunch to take on excursions/day school activities. Orders must be placed the day before it is needed and collected on the morning of the excursion/activity.

Dress Standards Students must wear school uniform at breakfast and lunch on school days. Neat casual clothes must be worn at all other times. Shoestring straps, bare midriffs, singlets or dirty or torn clothing are not allowed in the dining room for any meal.

Financial Assistance

Financial assistance for day school expenses such as excursions and uniforms or supplies can be made if families are experiencing financial hardship, by applying for funds using the School Assistance Scheme. Applications are confidential and are made to the Principal. The form to apply for financial assistance is available on the school website, under “Supporting our Students” and information is usually included in school newsletters.

There are several scholarships and allowances that students and families may qualify and apply including:

Boarding Scholarships for Isolated Students (BSIS) from NSW government

Living away from home Allowance

Assistance for Isolated Children Scheme (AIC)

ABSTUDY allowance

Public Education Foundation

Speak to Boarding School Executive staff for more information.

Workplace Health and Safety

Hurlstone is committed to protecting the health and safety of all students and staff and follows departmental WHS policy and protocols. The school management consults with staff and students in implementing safe practices and systems to ensure the health, safety and welfare of all students and employees.

Prep (Homework-Study Time)

Prep consists of homework, assignments and preparation for school the next day, revision of past work and study for exams. If all of these have been completed each night students are expected to read a novel for the remainder of the session. Prep takes place on Mondays – Thursdays, on school days and lasts for 90 minutes. Tutors are available to support students with homework and assessment preparation. There are also many the teaching staff that work as part of the duty team

who can assist students with the work during prep and outside those times as appropriate. The library also has librarian staff rostered on from 3:30pm – 8pm that can assist students, especially in research and hand in task preparation. They are available during prep but can be accessed after school on Mondays – Thursdays. Students in Years 10-12 can access support from the tutors, librarians and staff allocated to junior prep by placing a note in their door and reporting to the library. They may also choose to work from the library by notifying the senior prep supervising duty team member in their block. It is important to note that mobile phones are to be 'off and away' during prep.

Year group	Prep times and notes (prep time – 6.30pm – 8.00pm)
Year 7 - 9	Prep is conducted in the library
Year 10, 11 & 12	Students may study in their own rooms.



Right Place at the Right Time

Monday –Friday
7.00am – 8.15am

Year	Task
7-12	<ul style="list-style-type: none"> • Out of bed – student responsibility to set alarm and not rely on duty staff. • Prepare for school by showering, dressing, making beds and cleaning area ready for Bed Inspection (BI) • BI at 7.20am – this will include room/common area inspections and uniform checks • Breakfast: 7.30am - 8.00am (latest arrival at 7.45am) • Team leaders and student leaders make any announcements • Ensure tables are clean before leaving the dining hall • All students are to leave for day school by 8.15am

3.05pm – Dinner (5.30pm)

Year	Allowed	Out of Bounds
7-12	<ul style="list-style-type: none"> • Library (until 5.15pm) • Common rooms • In areas around dormitory blocks • On tennis courts, basketball courts, oval – with staff permission. Boarders must sign out for access to courts and fields. • Over the line for 20minutes at or about 4:15pm. Junior students must be accompanied by staff (No junk food to be purchased Monday – Thursday) 	<ul style="list-style-type: none"> • Day school areas • Farm and dairy areas



	<ul style="list-style-type: none"> Dinner: 5.30pm - 6.00pm 	
--	---	--

6.00pm – 6.30pm (Monday – Thursday)

Year	Allowed
7-12	<ul style="list-style-type: none"> COLA, OVAL 1 and Tennis Courts ok to be used during daylight hours with permission by duty team. Student must sign out with a team member. To be indoors in common room or dorm Library (From 6.00pm – 6.30pm)

Prep: 6.30pm - 8.00pm (Monday – Thursday)

AFTER 8.00pm: Indoors in the following areas – common rooms, own block and dorms

Year	In Own Area/Block	Lights Out
7	8.30pm	9.00pm
8	8.30pm	9.00pm
9	9.00pm	9.30pm
10	9.30pm	10.15pm
11	9.30pm	10.30pm
12	9.30pm	10.30pm

Friday/Saturday/Sunday

6.00pm - 8.00pm

Year	Allowed
7-12	<ul style="list-style-type: none"> COLA and Tennis Courts ok to be used during daylight hours (or with key and lights) Must sign out to the COLA To be indoors in common rooms or own dorms

Saturday/Sunday:

Morning – 5.30pm

Year	Task
7-12	<ul style="list-style-type: none"> • Out of bed • Breakfast: 9.00am – 11.00am • Roll call/sight duty team member: <ul style="list-style-type: none"> ○ Morning: Roll call will be taken at breakfast from 9.00am. Students absent from breakfast must get their names marked off with a duty team member prior to 10.00am ○ Lunch: roll call will be taken in the dining room between 12.30pm – 1.00pm ○ Dinner: 5.30pm – 6.00pm ○ Afternoon Tea : 3:30pm ○ Bedtime: as per bedtime routine • Study/prep • Lunch: 11.30am – 1.00pm • Exercise in gym and cardio room (With staff supervision) • Organised and approved day leave • Staff organised outing e.g. shops • On tennis courts, basketball courts, oval, with staff permission. Boarders must sign out for visits to the sporting facilities. • Over the line – afternoon, accompanied trip to shops for a maximum of 20minutes.

Friday/Saturday

Dinner @ 5.30pm

AFTER DINNER: Indoors in the following areas – common rooms, own block and dorms.
COLA with duty team supervision until supper (lights turned on)

Year	In Own Area/Block	Lights Out
7	9.00pm	9.30pm
8	9.00pm	9.30pm
9	9.30pm	10.00pm
10	10.00pm	10.30pm
11	10.00pm	10.30pm
12	10.00pm	10.30pm

Sunday

Dinner @ 5.30pm

AFTER DINNER: Indoors in the following areas – common rooms, own block and dorms.

Year	In Own Area/Block	Lights Out
7	8:30pm	9.00pm
8	8:30pm	9.00pm
9	9.00pm	9:30pm
10	9:30pm	10.15pm
11	9:30pm	10.30pm
12	9:30pm	10.30pm

NOTE: Failure to abide by the boarding school routine will lead to consequences such as those listed below. Breaches of the Student Code of Behaviour (in student planner) will be assessed using the NSW Department of Education Student Behaviour Policy. Serious incidents will be referred directly to the Senior on Call (Deputy Principal) who will support the Team Leader in responding.

BI = Bed Inspection

Action	Consequence
Not PREPARED for BI.	ReBI at 3:30pm the same day AND a 7am reflection for the following morning. A failure at ReBI will result in an additional 7am reflection and referral to HT Welfare.
Not being PUNCTUAL for a 7am reflection previously issued.	The duty team will refer to the Head Teacher Welfare, with an additional 7am reflection. If that is not completed, referral to a DP Boarding will occur.
Not being PUNCTUAL to meals and prep.	A 7am reflection for the following morning.
Not being PREPARED for leave by leaving without signing out or returning without signing in.	First incidence of the term, with 1 x 7am reflection and second incident onwards; 5 x reflection sessions at 7am (so 1 school week of reporting at 7am)
Leaving grounds without leave	Referral to DP
Failure to be PUNCTUAL when leaving the blocks for school by 8:15am	1 x 7am reflection for the following morning

Action	Consequence
Failure to be POLITE and PREPARED by having mobile phones out and/or on during prep, meals (all days) or when admitted into the wellbeing centre (during school hours).	Verbal warning by Duty Team with a log on sentral. If the phone is out and/or on again the duty team will contact the Senior on Call who will facilitate or arrange for the student to secure the phone in the safe in the duty room.
Failure to be POLITE and POSITIVE regarding appropriate dress or communication (refer to the 5P's document).	Community service will be issued for the next 3:30pm timeslot.
Out of bounds e.g. found in someone else's space	1 x7am or 1x community service (at discretion of the duty team leader)

Tier 2 consequences by Head Teacher Welfare – Head Teacher Welfare will interview student and contact parents and issue subsequent consequences in addition to the original consequence (????we happy with this wording)

Tier 3 consequences by Deputy Principal – failure to follow the directions for Duty Team members and Head Teachers Welfare will be reviewed by Deputy Principal in line with the Behaviour Policy.

Who do I see?

Who you see about an issue may be influenced by staff members you may feel most comfortable discussing the issue with. The table below outlines the person responsible for carrying out the action or response to the issue.

Issue	Refer to, for action
Conflict with my peers	Immediate action will be the duty team who will refer to Head Teachers Welfare in Sentral for follow up at school. The duty team will be able to provide you with some support at the time.
Problem with my leave	Head Teachers Welfare approve and manage leave. Please see them during the school day. After hours see the Duty Team Leader who can manage the issue.
A breakage or malfunction of something in your environment	Immediately report to the Duty Team who will manage contacting services if immediate repair needs to happen or scheduling a maintenance request for less urgent requirements.
Another student is in danger	Please report to the Duty Team member who will triage the situation and arrange support

Personal item goes missing	Speak with the duty team as soon as possible who will support searching and alerting those who may be able to support
Compliments or complaints	Duty Team leader should be the first person to speak to regarding issues or to lodge a compliment.
Laundry item goes missing	Speak with the Laundry Supervisor and follow up with Head Teacher Welfare

BI

- 7.20am: all boarders must be dressed ready for school for BI. Staff on duty will check your room and uniform. If instructed by the duty team, you will need to tidy your room or adjust your uniform before going to breakfast. You will only leave for breakfast after your room and your uniform has been checked by a duty team member. If you are out of uniform and/or your room is untidy you will ‘fail BI’ and will be issued a reinspection at 3:30pm and a 7am reflection.
- Living area in dorm rooms/spaces should be neat and tidy i.e. items of clothing, shoes, books, food etc... should be off the floor, bed should be made and student should be dressed in the correct uniform.
- Laundry to be washed as per laundry roster.

Student issued with a 7.00am:

- This means reporting to the duty room in full school uniform
- You will be required to stay in the duty room until 7.20am
- Student to come prepared with reading material or schoolwork which can be completed during this time. This time is strictly a time-out session. No entertainment on devices.
- Failure to report to 7.00am will result in being referred to HTs welfare then to DP.

By 8.15am:

- Items such as fans, portable AC units, TVs, radios etc... should be switched off
- Leave for day school

Phone use:

Phones are an essential communication tool, especially with students travelling long distances to go home or return to school. We also make use of student's mobile phones when they are on leave, providing students and the duty team an easy means of communication, as well to keep in contact with friends and family. Phones are useful when used responsibly, using these guidelines;

- Phones to be away and out of sight during mealtimes and during prep sessions.
- Phones should not be used after lights out (check the **Right Place Right Time** document)
- If phones are used at inappropriate times they may be confiscated and locked in the school safe, in the duty room. The Senior on call (SOC) or boarding school executive staff will make

contact will then contact parents regarding next steps. Phones will be returned on the notification to the duty team from SOC.

Community service:

Community service may be implemented because of a failure to follow 'Right Place. Right Time'.

- Cleaning duties after evening meals or supper
- Paper recycling in the day/boarding school
- Letter of apology
- A presentation to peers after highlighting why the rule they broke exists in the first place
- Peer tutoring
- Maintaining common rooms
- Cleaning trophy displays
- Escort for student trips



