Boarders’ Handbook 2016
FROM THE PRINCIPAL AND HEAD OF BOARDING

Dear Parents and Girls

A warm welcome to boarding at St Brigid’s. With your help and enthusiasm, we shall do everything we can to make your stay happy and rewarding.

It is a privilege to accept the trust that you have placed in us. Each girl is precious to us, and we will strive to make her feel safe, comfortable and happy, while getting the most out of her schooling.

Boarding is a unique opportunity to learn about caring for one another and for discovering and celebrating the many diverse gifts each girl brings to our boarding community. We encourage each girl to develop in herself qualities of consideration and respect for others, good manners, cooperation and responsibility.

The strength of the partnership between the girls, parents and staff at St Brigid’s will determine the degree of our success. Staff will introduce themselves to parents and keep in contact with parents as is needed. Girls are reminded to keep in regular contact with their families. Parents are asked to advise staff of any matter with which we can help.

This information booklet has been compiled for two purposes. Firstly, it is a reference point for girls and parents new to boarding at St Brigid’s. It will assist by outlining what to expect in their first year in boarding. Secondly, for our present boarders, it is an opportunity to revisit a variety of procedures and expectations for the year ahead.

We pray that all girls will accept the responsibility of developing their talents and contributing to building a strong St Brigid’s community.

God bless

Amelia Toffoli
Principal

Annamaria Cream
Head of Boarding
ST BRIGID’S COLLEGE MISSION STATEMENT

Providing excellence in international education within a Christ centred environment, St Brigid’s College supports students in their growth as contributing members of the community, whilst living the ethos of the Catholic faith within the spirit of Mercy.

College Values

(Words that help describe what it means to be part of the St Brigid’s community)

Courage

We strive to be resilient and live life passionately with generosity of spirit.

Honesty

We are open, always searching for truth and acting with integrity.

Inclusivity

We honour the uniqueness of ourselves, respecting the diversity of others and the beauty of the earth.

Thankfulness

We celebrate each other, our unique surroundings and acknowledge all our blessings.
GUIDELINES FOR OUR BOARDERS AND THEIR PARENTS

1. BEHAVIOUR MANAGEMENT

Students are expected to embrace the core values of honesty, inclusivity, thankfulness and courage, and demonstrate these accordingly through their daily behaviour.

Should inappropriate behaviour occur, such as a student being disruptive, unco-operative or disrespectful, the following steps will be taken:

Step 1: Student will be asked to articulate the appropriate and expected behaviour and to undertake to behave in this way.

Step 2: If inappropriate behaviour re-occurs, student will be required to work out a plan to rectify this with the Head of Boarding or House mother.

Step 3: If the behaviour is further repeated then appropriate consequences will be applied.

Step 4: If the behaviour is further repeated, the House Mother will involve the Head of Boarding and more serious consequences will be applied. If considered necessary, the Principal will be notified and suspension or exclusion may occur.

Certain behaviours as per page 9 of this publication may result in immediate exclusion from the boarding community.

NOTE: Parents will always be contacted by phone or email
The Following behaviours may result in a boarder jeopardising her enrolment: and place in the boarding house and the College:

- Using, supplying, or being in possession of inappropriate or illicit substances and substance paraphernalia, cigarettes, alcohol or inappropriately used aerosols. Returning to boarding after leave under the influence of drugs or alcohol
- Being repeatedly disruptive, unco-operative or disrespectful
- Falsifying leave documentation or found to be stealing or shoplifting
- Having male visitors in Boarding House bedrooms or common areas
- Endangering own safety through behaviours such as self harm
- Endangering the safety and well being of others
- Violent, aggressive or abusive behaviour towards other students or staff
- Inappropriate use of technology or social media.
- Blatantly disregarding the Boarding guidelines.
- Bullying of any sort
- Engaging in sexually inappropriate behaviour physically or via social media within boarding.
- Leaving the boarding complex without parent and/or staff permission
<table>
<thead>
<tr>
<th>EXAMPLES OF INAPPROPRIATE BEHAVIOUR</th>
<th>CONSEQUENCES</th>
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<tr>
<td>Charges not done</td>
<td>Extra charge after school. No visits to shops or Mazenod. Housemother/HOB</td>
</tr>
<tr>
<td>Charge not done repeatedly</td>
<td>Community Service on weekend and/or no weekend recreation or city leave. Kitchen cleanup. No visits to shops or Mazenod. Housemother/HOB</td>
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<tr>
<td>Untidy bedroom</td>
<td>Student must clean room on returning from school before participating in any activities. Not allowed to leave on the weekend until room is clean and tidy. Boarding community service. House mother/HOB</td>
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<tr>
<td>Disruptive during study</td>
<td>Remove student from their room/house to work in a separate work area. Housemother/HOB</td>
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<tr>
<td>Bad manners in dining room</td>
<td>Move student to a separate table. Cleaning duties after dinner. Housemother/HOB</td>
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<td>Disruptive at prayers and Notices</td>
<td>Plan and lead prayers the following night. Housemother/HOB</td>
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<td>Inappropriate language</td>
<td>Clean bins and/or collect rubbish. Housemother/HOB</td>
</tr>
<tr>
<td>Up late and disruptive after lights out</td>
<td>Extra cleaning duty in the morning. No phones or recreation activities. Housemother/HOB</td>
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<td>Smoking, including vapour or E Cigarettes, Drinking, Drug Taking, violent, aggressive or abusive behaviour. Self harm</td>
<td>Student to undertake appropriate counselling and Quit education sessions. Offence may lead to suspension or exclusion. Head of Boarding</td>
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<tr>
<td>Shopping leave e.g. returning late or not remaining in a group at all times</td>
<td>Future leave restricted or not approved. Head of Boarding</td>
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<tr>
<td>Late return with no explanation (after 5pm on Sunday) from weekend leave with hosts or family</td>
<td>Future weekend leave restricted or not approved. Head of Boarding</td>
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<tr>
<td>Failing to sign out or signing out deceitfully</td>
<td>Suspension. Head of Boarding and possible Principal involvement</td>
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Please note the following:

**READING MATERIAL** etc. Any books or reading material considered to be unsuitable will be confiscated. This also applies to CDs, DVDs, posters and any other generally inappropriate materials.

**DRINKS.** High energy drinks such as Red Bull, Mother or similar are not permitted in boarding. Students are also not allowed to have cordial in their rooms, Houses or at Boarding in general.

**SUNBATHING.** Sunbathing is not allowed in boarding as it is a skin cancer risk.

**CHEWING GUM.** Gum is not allowed in Boarding. It causes damage if stuck to carpet, shoes or clothes.

**AEROSOL SPRAYS** Are strictly prohibited in ALL boarding houses.
DRESS STANDARDS. Housemothers have the responsibility of ensuring the suitability of clothing that boarders wear, including when going out to socials or on other outings. If this is inappropriate, the clothing must be changed. Clothing with inappropriate logos, including Bintang tops, are not allowed. All girls need to bring with them two dressier outfits suitable for Mass and more formal occasions.

BEHAVIOUR AT SOCIALS. Boarders are regularly invited to attend socials hosted by other boarding schools in Perth. The guidelines for behaviour at these socials are uniform across all schools. They include no smoking, no alcohol, no drugs, no crowd surfing, no violent behaviour and no intimate physical contact. Girls not complying will be given one warning then will sit the remainder of the evening out with staff.

THEFT The College does not take responsibility for the loss or theft of money or valuables that are not locked away or clearly labelled. Students are provided with a safe located in their wardrobes. They need to set their own code. All property must be labelled or engraved before arrival at boarding and details, descriptions and serial numbers submitted to staff on Day 1 Term 1. A form is provided for this.

3. BOARDING REPORTS
These are issued at the end of each semester and report on your daughter's development as a member of the boarding community.

4. CAR POLICY
Year 12 Boarders are permitted to keep vehicles at the College by negotiation with Head of Boarding. Strictly no passengers from the boarding house are to be transported.
5. CLOTHING AND HOUSEHOLD REQUIREMENTS

SCHOOL UNIFORM

The uniform is a sign of identity with the College and should be worn with pride. Each student is expected to be properly dressed in full uniform while at the College, travelling to and from the College, and when representing the College at external functions. There is a Uniform Code for the Junior, Middle and Senior Schools.

College uniform requirements are available from St Brigid’s College Uniform Shop. Telephone: (08) 9290 4254.

Second-hand uniforms may also be purchased from the Uniform Shop. Opening hours are 3.00 to 4.00pm on Mondays and 8.30am to 4pm on Wednesdays.

Parents wishing to make purchases prior to the commencement of the school year may obtain information on extended trading times through the Secondary School Office Telephone: (08) 9290 4200.
SUMMER UNIFORM

The SUMMER uniform is worn in Terms 1 and 4. It consists of:

- Tartan dress (2) – compulsory for Years 7, 8, 9, 10 and 11 in 2015
- A white blouse with the College crest on the pocket (4) (Yr 12 only)
- Green tartan skirt (2) (Yr 12 only). Skirts should be no higher than 10cm above the ground when kneeling i.e. the back of the skirt should touch the calves
- Green socks with gold trim (5) (white socks for Yr 12)
- Plain black leather lace up shoes with black eyelets (no platforms, wedges or heels, straps or buckles)
- Hair ties – green and gold only (white for Yr 12)
- The College boater – it is compulsory that the boater be worn by the girls to and from school
- The blazer is not compulsory during the summer months but, with the tie, is part of the official uniform for all formal occasions. However, in Terms 1 and 4, the College blazer must be worn – the jumper is not permitted as the outer garment
- All students must wear either the boater or sports hat when
in the grounds

WINTER UNIFORM

The WINTER uniform is worn in Terms 2 and 3. It consists of:

- The College blazer (to be worn to and from school, until recess and to all College Assemblies).
- A buttercup blouse with the College crest on the pocket (white blouse for Yr 12)
- Green tartan skirt (2). Skirts need to be on or below the knee in length.
- Year 12 students will have braiding added to their blazer
- College tie
- College jumper is optional for warmth under the blazer.
- Black stockings (Kolotex – 70 Denier opaques) NOT socks
- Please note - The skirt must be of an appropriate length and bras or undergarments MUST be white or flesh coloured only. Undergarments are not to protrude from the College uniform. All items of clothing are to be clearly labelled.

OTHER

School Bag -
Bottle green backpack with College crest
SPORTS UNIFORM
All girls are required to wear the official St Brigid’s Physical Educa-
tional uniform that consists of:

- College top (1) - gold club shirt with bottle green stripe on collar
  and embroidered College motif

- House top (1) - House col-
  oured shirt with House
  emblem

- Shorts (1) - bottle green
  with embroidered College
  motif
- Socks (2) – gold

- Hat - the College bucket
  hat must be worn by stu-
  dents during outdoor ac-
  tivities and may replace
  the boater during break times when the student is in the sun

- Shoes - track shoes that are predominantly white with non-
  marking soles

- Tracksuit (1) - black pants with yellow piping, black jacket with
  coloured flashes of bottle green and gold. Crest on front of jacket.
- Bathers (1) - black lycra with gold and green stripe across the back
- Swim cap (1) - House colours

- Towel - St Brigid’s crested and monogrammed recommended

- Sports bag - bottle green haversack with crested front.
HAIR

Girls are expected to be well groomed at all times. Shoulder length and longer hair must be tied back at all times. Hair must be kept off the face and not restrict clear vision. Hair tints and extreme hair styles are not permitted - colouring of hair in natural hair shades and styles (when in doubt, check with your class teacher/Year Team Leader BEFORE colouring your hair). Shoulder length and longer hair should be tied back before entering the dining room for all meals.

JEWELLERY

Girls are permitted to wear the following items of jewellery at school:

- A wrist watch

- A maximum of two pair of matching earrings – sleepers or studs only (two per ear to be worn in the lobe only of the ear). Earrings should be small in size and either silver or gold in colour. **No other ear piercings are permitted**

- One gold or silver fine chain necklace may be worn inside clothing

- One plain ring

- Apart from Medic Alert bracelets, or a bracelet with religious/cultural significance, no other bracelets are permitted, unless permission granted from the appropriate Year Team Leader.

- Body piercing (including nose and tongue studs) and tattoos that are in view are not permitted at the College or in the boarding house.

MAKE-UP

Make-up and nail polish are not permitted at school but may be used in moderation on weekends in boarding.
PERSONAL CLOTHING FOR OUTSIDE OF SCHOOL HOURS

- It is recommended that girls bring with them to boarding:
- 6 – 8 sets of underwear
- Night dresses or pyjamas
- Slippers
- Dressing gown (Summer and Winter) (1 each)
- Shoes for wearing to formal dinner, socials etc. (not high heels)
- Sufficient but not excessive quantities of personal clothing. As limited space is available in the bedrooms, please do not bring too many clothes to wear after school and on weekends
- Appropriate clothing and footwear for Mass and social outings should be included. This means a skirt, dress or appropriate tops and trousers. This means **no spaghetti strap tops, ugg boots, tracksuit pants, shorts or thongs are to be worn to Mass**
- No Pyjamas are to be worn in the Dining Room at any time.
- Please include a hat/cap for wearing outdoors in summer months
ADDITIONAL BOARDING HOUSEHOLD REQUIREMENTS:

- Towels – a towel for the swimming pool. Bath towels are provided.
- Blankets or Doona and doona cover
- Hot water bottle or heat pack if desired
- Sheets are provided and laundered by the College
- Pillowcases provided & laundered by the College
- Pillow
- Mattress protector – compulsory
- Tea Towels (2)
- Shoe cleaning kit, "Nugget" or equivalent
- Coat Hangers
- Umbrella
- Mug (please write name on the bottom with a permanent marker)
- Knife, fork and spoon
- Bowl
- Water bottle
- Waste Paper Basket (small plastic and washable for personal use marked with student’s name)
- Laundry basket marked with student’s name. A plastic basket is the best as it can be used to take wet washing to drying area as well as for storage of dirty linen.
- Washing powder and pegs
- Toiletry items (Soap, hair shampoo, deodorant, toothbrush, toothpaste, sanitary pads etc.).
- Torch

All articles of linen and clothing MUST be marked with STUDENT’S FULL NAME in an indelible LAUNDRY PEN

Please note that aerosol cans of any type e.g., room freshener, hairspray, body spray, deodorant, foot and shoe fresheners are strictly prohibited.
Please note the following:

**Radio/CD player**  Only small radio/CD players may be used in bedrooms. Earphones are to be worn so as not to disturb others. Large stereo-type radios are not permitted.

**Fan**  A small 25cm electric fan is allowed, however most houses are air-conditioned.

**Lamp**  Study lamps are provided.

**Heater**  Heaters must not be brought in to boarding. Please ensure that warm clothing and warm footwear are brought in for winter.

**Electric Blanket**  Electric blankets must not be brought in to boarding for safety reasons.

**Candles & incense**  For safety reasons these are not allowed.

**Medication**  Communication with the Boarding Nurse staff is mandatory before medications of any type, prescription or other, are brought in to boarding by students.
6. LAPTOPS

Student bedrooms in most of our Boarding Houses, Veronica, Teresa, Catherine and Mercy Houses, have WIFI connection AS DOES THE Dining Room and Reception Area.

Parents new to boarding should request information about laptop requirements for their daughters from the IT staff helpdesk@stbrigids.wa.edu.au or by phoning Boarding Reception on 9290 4222.

Privately owned laptop computers brought into the College must be handed in for checking to ensure they are compatible with the College network and have valid virus protection.

Privately owned laptop computers should be taken to Student Services together with the following information upon arrival to boarding at the start of 2016:

- Student’s Name
- House Name
- Room Number
- Description of what needs to be done with the laptop (i.e. request to connect laptop to network, problem of some kind)
- Password to log on to laptop

No wireless USBs are permitted. These will be confiscated and held until parents can collect.
7. **DAILY ROUTINE – MONDAY TO FRIDAY**

- **6.45am**  Wake to music on PA system. Make your bed, get dressed and clean and tidy your room.
- **7am – 8am**  Breakfast in the Dining Room in full school uniform. House charges to be completed.
- **8.15am**  Boarders leave for school. Girls are not permitted to return to their House during the school day.
- **3.30pm**  Boarders return to Boarding, change into casual clothes, have afternoon tea and then have free time until dinner.
- **5.30pm**  Dinner in the Dining Room - 5pm on Fridays
- **6.15pm**  Prayers and Notices in Houses
- **6.45 – 8.15pm**  Homework/Study - Sundays 7pm –8pm.

No study on Friday evenings

- **8.15 - 9.00pm**  Supper and preparations for lights out
- **9.00pm**  All girls are required to be in their own rooms. Homework/study continues for Years 10-12.
- **9.00 -9.30pm**  Lights out for Year 7, 8 and 9 students
- **10.00pm**  Lights out for Year 10 students
- **10.30pm**  Lights out for Year 11 and 12 students

Weekend lights out times, including Fridays are at around 11pm for all students depending on activities, and outings etc.....

**SATURDAY**  On Saturdays Breakfast runs until 10.00am

**SUNDAY**  On Sundays girls may sleep in. Brunch is served from approx. 9.30am or after the completion of Mass.

Lights out as per normal school night

The College Learning Plaza, (Library) is open to girls in Years 7-10 and Senior girls who may need to use the facility two nights each week.
8. DINING ROOM

Guidelines for Dining Room behaviour

- Grace before meals is to be said respectfully and thoughtfully
- Hair should be tied up before entering the Dining Room at every meal
- All boarders are expected to attend and eat breakfast in the Dining Room in full school uniform (Monday to Friday)
- Boarders are expected to attend and eat dinner in the Dining Room

- Housemothers send boarders up to get their meals, table by table.
- When everyone at the table has finished their meal, girls may clean their table, take used cutlery and crockery to the trolleys and leave the dining room.
- The table should be left clean at the end of the meal.

- Boarders are to be appropriately dressed in the dining room. Hats, bathers, pyjamas and slippers are not permitted in the Dining Room.
- Mobile phones are not permitted in the Dining Room.
9. **LAUNDRY**

Laundry

The College provides a laundry service for bedding only (two sheets, one pillowcase and one towel) each week.

It is the responsibility of the students to wash and iron all of their clothing, including their school uniform. All washing must be done each weekend to ensure items are ready for school each Monday. Washing is not to be done during study time or after 8.30pm.

Each house has a laundry with two washing machines, two dryers and ironing facilities. Use of the dryers is free during the winter months i.e. Terms 2 & 3. In the summer months, $1 coin is required.

It is important that clothes are washed and dried in the shortest time possible. Baskets of clothes should not be left in the laundry unattended for any length of time. Clothing should be removed from the washing machines and dryers as soon as the wash cycle has ended so that others may use the machine.

**Marking**

*Please use laundry markers and mark all linen and clothing*

Lost or misplaced items of clothing are impossible to find if they are not marked clearly with the name of the owner.
10. LEAVE GUIDELINES

LEAVE WITH PARENTS

Parents planning to take their daughters out on the weekend are requested to lodge an online Leave Request by 9am on the Thursday before the weekend. Parents will then receive electronic notification of leave approval. Requests by 9am are greatly appreciated. It enables staff to adequately plan for the weekend in relation to staffing levels, meal numbers, recreational activities etc. The online leave system will not accept late requests and parents need to contact the Head of Boarding personally in these circumstances. Staff have the right to refuse Leave with Parents as a result of misbehaviour within boarding. Under no circumstances is verbal/Phone or text permission able to be accepted for any type of leave.

Parents may visit their daughters or take them out at any time outside school hours provided there is prior consultation with the Head of Boarding and that the girl’s commitment to study and school activities is not interrupted. Leave with people other than parents is not encouraged on weeknights and is subject to approval by the Head of Boarding.

LEAVE – OTHER

Parents should be aware of the details of their daughter’s visits outside the College – transport arrangements, suitability of places to be visited, the type of adult supervision provided, behaviour standards expected and the trust being extended to them. It is the parent’s responsibility to liaise with the family hosting your daughter.

The College and House staff help parents to carry out these responsibilities by developing rules and guidelines to apply to all students, and by providing information for parents to help them in making their decisions. The College leave guidelines and procedures have been developed for the well-being and safety of each girl and are necessary in caring for a large group of students.
WEEKEND DAY LEAVE

Saturday    Boarders must return by 5pm. Girls going shopping or to the city on Saturdays are not able to leave prior to 800am.
Sunday      Boarders must return by 5pm. Girls going shopping or to the city on Sundays are not able to leave prior to 930am.

WEEKEND OVERNIGHT LEAVE

Girls are able to exit the boarding house after school on Friday and are required to return by 5pm on Sunday. Boarding staff must be notified of late returns.

All requests for leave with people other than parents must be made via the online leave system by 9am on the Thursday before the leave is to be taken. The online leave system automatically declines late requests.

Written permission must be given by parent/guardian for their daughter to attend weekend hockey, football and netball games, as a spectator.

Overnight leave on the weekend can only be with an adult authorised by parents. For this purpose, an ‘adult’ is considered to be a person over the age of 21. Identification must be presented to boarding staff. In situations where parents have authorised students to travel by bus, the adult host must ring Boarding Reception on 9290 4222 to confirm the safe arrival of the boarder.

The Boarding House is responsible for girls while they are at boarding and it is essential that Housemothers and parents know where each girl is and who she is with at all times.

SHOPPING LEAVE - Boarders in Years 11-12 may shop in Midland, Carousel and the City with parent’s written permission 4 times each
term and girls in Year 10, 3 times a term. Girls cannot travel alone on shopping leave using public transport.

**LATE BACK FROM LEAVE**
Girls who are coming back late from leave must inform the boarding house staff or Head of boarding. If they are on leave with parents or guardians—the adults should notify the appropriate staff.

11. **MAIL**
The correct address for boarders' mail is:

(Boarder’s Name)
St Brigid’s College Boarding Section
(House Name)
200 Lesmurdie Rd
Lesmurdie WA 6076

Housemothers distribute mail to boarders in their houses.

12. **MEDICAL MATTERS**

**ANNUAL STUDENT HEALTH RECORD**
This form must be completed at the commencement of Term One of the school year and returned to the Boarding House. It is a legal requirement that Parental Consent is gained before the administration of any medications (including Panadol and other ‘over the counter’ medicines). Parents are asked to complete all sections of the form, and ensure that the relevant consents are signed. **If this isn’t done boarding can’t provide any medical assistance to unwell students whatsoever.**

**UNWELL OR INJURED AT BOARDING**
Girls need to advise their Housemother immediately if they are unwell or have been injured in the Boarding House. The Housemother will, if required, give the student a note to go to see the College Nurse who is on duty, Monday to Friday, 7.30am to 3pm. If it is necessary, a doctor’s appointment will be made and the Housemother or Carer on duty will take the girls to their appointment. Attendance at school is important hence, minor ailments should not keep girls from school.
The College is equipped with a 6-bed sickbay where girls who are too ill to go to school can spend the day under the supervision of the College Nurse. Admission to sickbay is decided by the School Nurse, based on clinical symptoms and assessment. Girls who have been unwell and in sick bay on a Friday may be declined weekend recreation leave.

We are fortunate in having a number of medical services close to the school. Parents will be informed if a medical appointment is required, and if there will be any associated costs such as for prescription medication. A Housemother or Carer will transport girls to the following local medical service providers:

- Mead Medical Group - Kalamunda and Forrestfield
- Stirk Medical Centre – Kalamunda
- High Wycombe Medical Centre
- Lesmurdie Dental Clinic – Lesmurdie Primary School
- Crystal Brook Dental Clinic – Yr 12
- Richard Faulkner (Kalamunda) – Orthodontist

Parents who choose to use medical services other than those listed above i.e. outside the Hills District, are required to arrange transport for their daughters to attend these services. It is not possible for Boarding to transport students to doctors and dentists further afield than the Hills District.

A physiotherapist also visits the College weekly for appointments.

**WHEN HOSPITALISATION IS NEEDED**

Boarding will take girls to hospital if their illness is serious or in case of accident or injury in boarding. An ambulance may also need to be called. All boarders need to have a Perth based guardian or emergency contact who can meet our staff at the hospital.
Housemothers are unable to stay at hospitals for the extended period of time that is often required in emergency departments due to the requirement of having to meet specific staff student ratios back in the boarding house.

**CHEMIST**

Parents are encouraged to open an account at the Lesmurdie Pharmacy for their daughter’s medication needs. Please contact:

- Trang Nguyen Le - Lesmurdie Pharmacy
  Lesmurdie Shopping Centre
  243 Lesmurdie Road
  Lesmurdie WA 6076
  Ph./Fax: 9291 6140
  Email: Lesmurdie.pharmacy@nunet.com.au

Alternatively, parents may choose to lodge a small amount of money ($50) with their child’s Housemother to cover the cost of prescriptions and other medications that may be required during the school term.

**MEDICATIONS**

Medication, prescription and non prescriptio, is not to be kept in boarders’ rooms. All medication, including Panadol, is to be handed in to the Housemother. Medication will be dispensed by the Housemother and written records kept. Parents may make arrangements with the Housemother with regard to senior students suffering from a chronic complaint or illness, which requires ongoing medication. The School Nurse and Housemothers will only administer medications for which written consent has been provided. Medications such as over the counter analgesics and Cold & Flu tablets will be provided by Boarding for a maximum of 24 hours, after which time the student will need to organise their own supply.

**ALTERNATIVE MEDICATIONS**

Parents need to complete the relevant section in the Student Health Record, at the commencement of the school year, if they provide alternative medications such as vitamins, minerals and homeopathic/naturopathic remedies for their daughters to be taken on a daily basis.
Senior students are permitted to store Non-Medication in their room (locked away in the cupboard) and administer it themselves. Clear instructions must be given with regard to dosage and frequency of these Non-Medications.

UNWELL OR INJURED AT SCHOOL – WHAT TO DO

If a girl is sick at school a teacher must be approached, or if at a break, the girl should go to Student Reception. The staff there will contact the College Nurse who will attend to the student.

SICKBAY

Non-attendance at school due to injury or illness will be decided following assessment by the College Nurse. Parents are welcome to discuss this matter with the nurse, but the final decision for sickbay admission rests with the nurse. Parents are free to remove their daughter from boarding and make alternative arrangements for her care while she is ill or injured.

The nurse can be contacted Monday to Friday from 7.30am until 3.30pm on 0439 338895. A message may be left out of hours and the call will be returned.

Students are not permitted to have mobile phones while in sickbay.

- Parents may be asked to find alternative accommodation for students with conditions that are considered communicable (infectious) until they are considered to be medically fit.
- Admission to sickbay will result in the student not attending sporting or social events on the same day. In some cases, when a girl is in sickbay on a Friday, she may not be granted leave on the Saturday.
- If parents want to pick up their child from sickbay for an outing, then this must be approved by the Head of Boarding, if their child is to return to boarding on the same day.
- If a child spends two consecutive days in sickbay, the nurse will contact the parents of the child and request that an appropriate alternative care environment be found. Local (Perth and
surrounding areas) family and friends are appropriate in these circumstances.

Boarding reserves the right to ask parents to take their sick children out of Boarding when this is deemed to be in the best interests of the health and well-being of the boarding community as a whole. Parents are required to provide names and contact details of family/friends living in Perth who can act as guardians in these circumstances.

13. NEWSLETTERS

The Head of Boarding writes an item for the College E–News each fortnight. This can be accessed via the College website www.stbrigids.wa.edu.au by clicking on the News and Events tab and then the Publications tab.

14. NUT FREE POLICY

St Brigid’s College has a Nut Free (Anaphylaxis Prevention) Policy. An exception has been made in the case of boarding with the aim of making life at boarding feel as much as possible like home. Nuts and nut products will be available to boarders in the boarding house when there are no identified “at risk” students enrolled as boarders. Boarders are not permitted to take nuts or nut products out of the boarding house to school.

15 PARENT CONTACT WITH BOARDING STAFF

As a staff, we are keenly aware that your daughter's absence from the home environment brings an added dimension to the normal care, worries and concerns associated with being a parent.

Parents are usually very adept at reading "between the lines" of a letter or telephone call. If you have any concerns about the well-being of your daughter, please feel free to contact the Head of Boarding directly. In such cases, parents should not feel they are being over-protective or a nuisance. We welcome such enquiries and contact so that we can nurture your daughter and provide support where needed. Boarding staff and the Head of Boarding can be contacted by phone or email. We also ask that you contact us before sharing any distressing news with your daughter so we can be best
prepared to assist her.

16. **POCKET MONEY**

It is recommended that parents supply a sum of money sufficient to cover pocket money, money for recreation activities and incidental expenses for the term. The recommended amount per term is $150-$200. Parents are encouraged to hand this pocket money to House mothers in weekly assigned envelopes. The Housemother will give an agreed amount each week to the girls. Alternatively, parents can arrange for a key card for their daughter with a fixed amount being available for withdrawal each week. An ATM is located in the shopping centre opposite the College grounds. In the boarding house, money/purses/wallets must never be left lying around. **They must always be locked away in the girls’ safes.** No responsibility for theft of money left outside the safes will be taken by the College.

17. **RECREATION ACTIVITIES**

St Brigid’s Boarding offers a comprehensive weekend recreation programme for its boarding students with a variety of activities including visits to the theatre, cinema, sporting events, rock climbing, horse riding, ice skating, shopping etc. as well as attending socials, quiz nights, bbqs and movie nights with a range of other boarding schools. Specific details of activities for the coming weekend are circulated each Monday and the girls are invited to sign up for an activity relevant to their year group.

While the College strives to make arrangements for all boarders to be able to enjoy the activities on offer, on some occasions, limits to numbers are applicable. In these cases, places are allocated on a ‘first come first serve’ basis. Students are reminded that they are only permitted to write their own name on the sign-up sheet and that once signed up they are committed to attend the outing.

On most occasions, the expense to boarders is between $5 and $15 depending on the nature of the activity. Payment for recreational activi-
ties is collected by staff on a Thursday.

It is important that boarders discuss plans for the weekend with their parents as once activities have been booked and paid for, changes to the sign-up sheet are not permitted. Students whose plans do change after they have signed up for an activity are expected to find someone to replace them. Students who do not attend activities they have signed up for, will either not be permitted to take part in activities on the following weekend, or will be expected to pay the full cost of the activity they have signed up for and missed attending. No money is refunded, unless an activity has been cancelled through no fault of the students.

Boarding recreational activities are only provided for students who are ‘in’ for the weekend. Consequently, boarders must travel to and from boarding recreational activities on transport organised by boarding.

Standard College behaviour guidelines apply when attending any recreational activity and there will be consequences for any inappropriate behaviour, disrespect or disobedience.

In-house entertainment is also available for students over the weekends and a selection of DVDs are available for students to borrow. Craft and cooking activities are regularly offered to boarders.

The weekends are for everyone to have fun!

18./19 ROOM TIDINESS AND MERITS

It is the responsibility of each student to keep her bedroom clean and tidy. Each morning before leaving for school the following tasks must be carried out:

- The bed must be made
- The wastepaper bin must be emptied.
- All clothing must be hung up or put away tidily in drawers.
- Shoes are to be put away neatly near the bed or in the bottom
of the cupboard.

- There must be nothing on the floor and the carpet must be vacuumed.
- The desk must be clean and tidy.

A merit system is used to reward girls who regularly keep their room clean and tidy. The same system required girls to carry out community service on a weekend if they have not met the expected standards overall in a week.

Boarders are not encouraged to keep or consume food in their bedrooms. Any food that is kept in bedrooms must be in sealed containers.

A pin-up board is provided for suitable posters or pictures. Pictures are to be attached on the board only and may not be placed anywhere else in the room. Please bring thumbtacks. Any Blu-Tack and/or sticky tape used on brickwork or painted surfaces must be removed by the girls at the end of each term or school year.

20. SECURITY OF BELONGINGS

It is the responsibility of each boarder to ensure that her belongings are kept in her personal safe located in each wardrobe. Valuables must not be left lying around. Alternatively, boarders may give valuables to their Housemother for safekeeping. If an item is lost, a thorough search should be undertaken by the student. If the item is not found, the loss should be immediately reported to the Housemother. A House meeting will be called and all the girls will be informed of the missing item(s) and asked to search their rooms and the House. If the missing item(s) are not found, the Head of Boarding will be notified and the matter may be reported to the Police. Please note that it is virtually impossible to recover unmarked/unnamed items. All items, including phones, ipods, cameras and laptops need to be identificat-
21. SHOPPING

TO THE LOCAL SHOP – Lesmurdie Shopping Centre
Students may walk to the local shops on Lesmurdie Road once a week after school and once on the weekend. Students are to ask their House mother for permission to go to the shops, sign out at reception and return to boarding before 5pm. Visits to the shop must be made in the company of other boarders and never alone. Year 11/12 students, in negotiation with the Head of Boarding, may visit the Sanderson Road Shopping Centre (near Mazenod.)

TO KALAMUNDA
Students may go into Kalamunda if necessary at the Head of Boarding’s discretion. Students must return by 5.00pm. Visits to Kalamunda must be made in the company of other boarders and never alone.

TO CAROUSEL/MIDLAND/PERTH on the weekend
The frequency of Year 11 and 12 visits to Carousel/Midland/Perth will be at the discretion of the Head of Boarding but will be no more than 4 times per term. Written permission from parents is needed for each occasion. Year 10s may go three times a term with written permission from parents for each occasion. Students must return by 5.00pm. Visits to Carousel/Midland/Perth must be made in the company of other boarders and never alone.

22. SPORT AND EXTRA CURRICULAR ACTIVITIES
There are many sporting activities available to students at St Brigid’s. Some examples are football, soccer, volleyball, tennis, hockey, netball, speech and drama, choir, band, debating and swimming.

It is important for all boarders to be involved in extra curricular activities. Parents are encouraged to attend school functions if possible - in particular those which involve their daughter. The girls are encouraged to participate in school sporting and recreational teams and are expected to attend whole school functions such as the swimming and
athletics carnivals.

If girls make a commitment to a sport or any other subject area, they are expected to honour their commitment. For example if they are needed to sing in the choir or to play netball on the weekend they should be available to do this and not make other arrangements.

In general, the sports coaches are responsible for ensuring that all team members have transport to and from games and competitions. This may mean transport by private car, travel by TransPerth bus or use of the school bus. If you are in Perth it would be very helpful if you could assist with transport.

23. STUDY/HOMEWORK

Regular study is not optional but is an integral part of the school programme at St Brigid’s College. Study can be divided into the following components:

1. Work set by teachers to be completed and handed in by a set date
2. Preparation for new topics set either by the teacher or on personal initiative
3. On-going revision of past work for tests and examinations set either by teacher or on personal initiative

Given the three major components of study at home, it would be only in very rare and unusual circumstances that girls will have a night without homework.

It is difficult to specify the exact amount of time any student should spend on homework since abilities and rates of work vary from one student to another, even in the same year group. The following is a guide to the minimum length of time needed for study:

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>7 hours</td>
</tr>
<tr>
<td>Year 8</td>
<td>9 hours</td>
</tr>
<tr>
<td>Year 9</td>
<td>12 hours</td>
</tr>
<tr>
<td>Year 10</td>
<td>12-15 hours</td>
</tr>
</tbody>
</table>
Year 11 /12 18 hours

Most students need to allow additional time for getting organised, finding materials or having breaks. Weekend work can be organised according to individual circumstances. In the case of Year 11 and 12 students, there should be significant time set aside on weekends for study (for example three or four hours).

You are trusted to work independently and conscientiously during study time under the supervision of Housemothers. Maths, English and Science Clubs operate after school and offer homework assistance to all boarders.

Sunday to Thursday, prayers are at 6.15 pm in House with the Housemother, with First Study commencing at 6.45pm.

**TUTORS**
Parents wanting a private tutor for their daughters should contact the Head of Boarding.

**FIRST STUDY - 6.45pm to 8.15pm**
At 6.45pm, all students must go to the study area designated for their House. The College Library is also used twice per week.

- All Girls have supervised study in their Houses, the Library, or in some cases, the Dining Room or other locations in the boarding complex.
- The House kitchen is out of bounds at this time.
- There is a break for supper and preparation for bed from 8.15pm to 9pm for students in Years 7-9.

**SECOND STUDY - 9.00pm onwards**
Year 10 - 12 students can commence Second Study at 9pm. This study must occur alone and not in groups in order to ensure others are not disturbed. Any students playing music, watching DVDs, using mobile phones or using a computer for recreational purposes during study will forfeit the use of same for 48 hours – first occasion, 1 week - sec-
ond occasion, the rest of the term – third occasion.

Year 7, 8 and 9 – In room lights out at 9.00pm
Year 10 - lights out at 10pm
Year 11 and 12 – lights out at 10.30pm

24. SUSPENSION OF A STUDENT FROM THE BOARDING SECTION

An occasion may arise e.g. when drugs, alcohol, smoking, violent aggressive or abusive behaviours are involved and also in cases of mental health issues, and general well being and safety when it is necessary to ask parents to remove their daughter from the Boarding Section. The following is a general outline of the process:

- The Head of Boarding will investigate the situation.
- Parents will be informed by the Head of Boarding.
- The Head of Boarding reserves the right to request parents to make necessary arrangements to remove their daughter from the Boarding Section immediately.
- For the boarder to return to the boarding (if this is an option), it will be necessary to arrange an interview with the Principal and the Head of Boarding. A behaviour contract may be presented to the Parents and the student for signing at this interview before the student is permitted to return to the Boarding Section.

25. TELEPHONES

Telephone calls cannot be received or made by students after 9.00pm. If parents feel the need to call girls after 9.00pm please confirm with staff prior. Similarly in special cases, girls need to liaise with staff for calls outside these times.

No phone calls are to be made or received during meal times and study time.

In case of emergencies after 9.00pm or during meal or study time, par-
ents should contact the Head of Boarding on 0413 918805 or their daughter’s Housemother.

**MOBILE PHONES and LAP TOPS PROTOCOL**

Boarders are permitted to have a mobile phone at Boarding. Parents are asked to ensure that their daughter has *only one* mobile phone at Boarding. Girls caught having 2nd and additional phones will have all phones confiscated for a period of time. Housemothers are to be provided with the boarder’s mobile phone number. It is the responsibility of the boarder to keep this information up to date. It is important that boarders take responsibility for the security of their mobile phone i.e. keep it locked away when not in use. **The College is not responsible for the loss or misuse by other students of mobile phones or laptops.**

All mobile phones and laptops must be handed in to Housemothers every night by 9.00pm. Year 12 girls may keep their phones but are unable to use these after 10pm.

- Mobile phones must not be used during study time,
- Mobile phones must not be taken to the Dining room,
- Mobile phones must not be used to bully another person,
- Mobile phones must not be used to take photographs or video images of another person without their consent,
- Mobile phones should not be taken to school, as St Brigid’s does not allow the use of mobile phones during school hours.
- Mobile phones must not be used to take or transmit inappropriate photographs of self or others.

**Consequences will apply if the mobile phones rules are not followed.**

- First occasion - removal of mobile phone/s for 48 hours and parents notified by daughter
- Second occasion - removal of mobile phone/s for 1 week and parents notified by Housemother.
- Third occasion - removal of mobile phone/s for the remainder of the Term.
• Records are kept of all misuse of phones, computers etc.

If girls are found to have a second phone which isn't handed in to, or recorded by the Housemother, girls will have all mobile phones confiscated for a period of time at the discretion of the Head of Boarding.

26. TELEVISION

Each house has a TV/video/DVD player. Sunday to Thursday, TV is not permitted before school or after 6.30pm. Television viewing is allowed on Friday evenings, Saturday, and Sunday. There is also a big screen TV in the undercroft for general use. Exceptions are videos and TVs being used for school assignments or to watch the evening news - at the discretion of the Housemother. Girls will not be permitted to watch movies or programmes if they are rated as not suitable for their age group.

27. TERM COMMENCEMENT AND EXTENDED LEAVE

Boarders arrive at boarding on the evening prior to term commencement or the resumption of term after a long weekend. The boarding house will generally be open from 3pm and it is expected that all boarders will arrive between 3pm and 5pm (exceptions may apply to girls travelling by plane or bus). The start of a new school year may see the boarding house open earlier and if this is the case, parents will be given specific details. Please advise the Head of Boarding if your daughter is arriving outside of these times. It is the responsibility of parents to notify Boarding and the Day School of a planned late arrival and the reasons for this. With regards to Boarding collecting girls from the airport and train and bus stations, please note that arrivals after 9.00pm can not be arranged through boarding and alternative arrangements must be made for overnight accommodation with guardians.

It is College policy that students will not be given permission to leave school early for long weekends or end of term breaks unless there are exceptional circumstances or hardships, which will result if the student stays at school. Applications for early leave must be complet-
ed two (2) weeks prior to the proposed departure and submitted to the Head of Middle (Yrs 7-9) or Senior (Yrs 10-12) School. Submission of this application in no way guarantees that permission will be granted. Parents and students need to be aware that early departures significantly disrupt teachers' programming and scheduling of assessments. Girls taking leave which means missing three or more school days must fill out an Extended Leave Form. These can be accessed through the Head of Boarding or Year Team Leaders at school.

28. TRAVEL

It is recommended that all airline bookings with the Department for Planning & Infrastructure and Abstudy be organised during the term prior to the one in which travel is to be taken.

Boarders from the North and remote areas of the State are entitled to four free return fares per year as long as they reside in the eligible area as defined by the Transport Commission of WA. Application forms for travel must be sent to the Department of Transport at least one month in advance of travel date, by the parent/guardian.

The Boarding House will transport girls to and from the airport, rail or bus terminals for long weekends and at the beginning and end of term only. Transport at other times must be done by guardians or a taxi. Parents are requested to notify boarding of transport needs at least one week prior to their daughter’s travel dates.

The Westrail disclaimer form must be completed by parents when booking BUS/TRAIN tickets for students under the age of 16. Transport to and from the airport, rail or bus terminals at times outside the above mentioned can not be guaranteed and needs to be requested through the Head of Boarding directly at least 1 week prior.

Parents are asked to please not book flights departing prior to 5.00am. If this isn’t possible, we recommend that girls are accommodated with guardians the previous evening and guardians provide transport to
the airport or train/bus stations.

When booking return flights, please note that boarding *doesn't usually reopen for each term until 3.00pm so earlier pick ups generally can’t be automatically accommodated by the boarding house.*

Exceptions to this are *the start of each new year.* At other times parents should liaise with the Head of Boarding prior to booking flights or ensure a Perth based guardian can assist with early arrivals and pick ups.
30. VISITORS (other than parents)

As with any teenage girls, boarders want to have people visit them at the College. This is permitted after school on school days (3.45pm to 5.00pm) and in the afternoons (after 12noon) on weekends. Boarders are required to request their Housemother’s permission to have visitors and ensure that visitors sign the visitors’ book on arrival and again on departure. Female visitors are permitted in common rooms. Male visitors are not permitted in the Houses with the exception of Veronica House common areas. They are welcome in reception, the visitor’s lounge, dining room, on the verandas, and in the garden area. All visitors must leave boarding by 5pm.

It is important that parents are fully aware of this aspect of their daughter’s life at St Brigid’s College. Parents need to be aware of who their daughter’s friends are and who is visiting them at boarding. Parents not wanting their daughter to receive particular visits need to notify the Head of Boarding.

APPROVED VISITORS LIST - Parents will be asked to complete an approved list of visitors who may call in to the College and/or take girls out for short or weekend leave periods. All visitors must produce photo identification when collecting girls from boarding. Visitors not on the list may not be admitted to boarding until parental approval has been given. Parents are still required to notify the Boarding House and give permission for each individual visit by persons on the visitors list.

31. GUARDIANS / EMERGENCY CONTACT

All boarders must have a Guardian or Emergency contact in the metropolitan area. Details must be submitted to the boarding house so that contact with guardians can be made if necessary. All parents are asked to complete the Guardian/Contact form at the start of the school year. Guardians need to be able to attend hospital and doctors visits and appointments if a boarder is unwell, accommodate them during recovery from illness, and assist elsewhere if needed such as in cases of exclusion from boarding. Guardians must be able to be easily contacted 24/7 and live in the metro area.
St Brigid’s College

Boarding House Contact Details 2016

Boarding Reception  9290 4222  Glennis Stevenson
Boarding House Fax    9291 6953

Head of Boarding – Annamaria Cream
Office 9290 4205  Mobile 0413 918 805 (7 days 24 hrs)
cream.annamaria@stbrigids.wa.edu.au

Veronica House
Housemother’s Mobile  0439 098 452

Teresa House
Housemother’s Mobile  0407 086 962

Catherine House
Housemother’s Mobile  0409 294 037

Lesmurdie House
Housemother    9290 4285
Housemother’s Mobile  0438 971 932

College Nurses  Mobile 0439 338 895 - Phone Contact Ext: 290
Judy Brand  Monday and Tuesday
Cate Mitchell  Wednesday, Thursday and Friday

To email  St Brigid’s Staff  surname.firstname@stbrigids.wa.edu.au
SPECIAL FOOD REQUIREMENTS

BOARDER’S NAME: ____________________________________________________________

YEAR: 7 8 9 10 11 12 (please circle)

To ensure that the Boarding House is able to cater for your daughter’s special nutritional needs – please provide us with relevant information below. This form should be accompanied by a letter from a medical practitioner.

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Special nutritional needs include vegetarian, allergies to certain products etc.

Parent Signature: _________________________________ Date: ________________