



**BOARDING HOUSE  
PARENT MANUAL**

## **Table of Contents**

SCHOOL DATES FOR WILDERNESS STUDENTS FOR 2019.....	4
BOARDING HOUSE OFFICE CONTACT NUMBERS.....	4
BOARDING HOUSE OFFICE POSTAL ADDRESS.....	4
WELCOME .....	5
INTRODUCTION.....	6
BOARDING HOUSE ORGANISATION.....	7
ROLE OF STAFF .....	8
Head of Boarding.....	8
Boarding House Assistant.....	8
Senior Staff .....	8
Chefs.....	8
BOARDER HEALTH AND MEDICATIONS .....	9
Telephone times.....	10
GENERAL INFORMATION and ROUTINES.....	10
GENERAL GUIDELINES.....	10
Forms.....	10
Behavioural expectations.....	10
Damage to boarding facilities.....	11
Mobile phones.....	11
Visitors.....	11
Meal times.....	12
<b>Dress &amp; Clothing</b> .....	12
Homework / Prep.....	12
Computers.....	12
Netflix.....	13
Laundry.....	13
<b>Electrical appliances</b> .....	13
Spending money.....	13
Newspapers.....	13
Church.....	13
Bikes.....	13
Cab Charge.....	14
<b>LEAVE PROCESS AND GUIDELINES</b> .....	15
Travel in private vehicles.....	15
Duties and responsibilities of hosts.....	17
Exeats.....	17
<b>Exeats and end of term</b> .....	17
Returning to the Boarding House at the beginning of each term.....	18
Packing for the end of the year.....	18
Beginning of the year.....	18
ROOM ALLOCATION.....	19
DAILY ROUTINES.....	20
School days (6.30 – 8.20am).....	20
Evening Program Weekdays.....	20
Saturday.....	20
Sunday.....	21

SECURITY .....	21
WHAT TO BRING .....	22
INSURANCE .....	22
REPORTS.....	22
TIPS FOR PARENTING FROM A DISTANCE.....	23
TIPS FOR GIRLS TO HELP MAKE THE TRANSITION TO BOARDING .....	24
Have a game plan .....	24
Give it time .....	24
You are not alone .....	24
Sleep is really important.....	24
Stay in contact with old friends.....	24
Have something to look forward to .....	24
Create your own space.....	25
Organise something at school.....	25
The power of a smile .....	25
Express yourself.....	25
Talk to someone .....	25
BOARDING HOUSE RECREATIONAL ACTIVITIES .....	26
PARENTS' COMMITTEE .....	26
BOARDERS' PARENTS' REPS .....	26

## SCHOOL DATES FOR WILDERNESS STUDENTS FOR 2019

Boarders arrive to the house the day prior to the commencement of term

<b>First term</b> (11 weeks)	<b>begins</b> <b>ends</b>	<b>Wednesday</b> <b>Friday</b>	<b>30 January</b> <b>12 April</b>
<b>Second term</b> (9 weeks)	<b>begins</b> <b>ends</b>	<b>Tuesday</b> <b>Friday</b>	<b>30 April</b> <b>28 June</b>
<b>Third term</b> (10 weeks)	<b>begins</b> <b>ends</b>	<b>Wednesday</b> <b>Friday</b>	<b>24 July</b> <b>27 September</b>
<b>Fourth term</b> (9 weeks)	<b>begins</b> <b>ends</b>	<b>Monday</b> <b>Wednesday</b>	<b>14 October</b> <b>11 December</b>

**\*\*\*Year 12s trial exams commence Monday 22 July\*\*\***

## BOARDING HOUSE EXEAT WEEKENDS FOR 2018

<b>First term</b>	16 - 17 February 9 - 11 March (11 March Adelaide Cup)
<b>Second term</b>	18 - 19 May 8 - 10 June (10 June Queen's Birthday)
<b>Third term</b>	10 - 11 August 7 - 8 September (Show Day Friday 6 September)
<b>Fourth term</b>	2 - 3 November 23 - 24 November

### Notes:

- Australia Day – Monday 28 January
- Adelaide Cup Day – Monday 11 March
- Good Friday – 19 April
- Easter Monday – 22 April
- Anzac Day – Thursday 25 April
- Queen's Birthday – Monday 10 June
- Show Day – Friday 6 September
- Labour Day – Monday 7 October

## BOARDING HOUSE OFFICE CONTACT NUMBERS

Boarding House reception telephone	8343 1044 / 8343 1043
Boarding House mobile telephone	0447 285 516
Head of Boarding – Rosie Broderick	0411 246 514
Uniform Shop	8343 1019

## BOARDING HOUSE OFFICE POSTAL ADDRESS

C/- Wilderness School Boarding House  
PO Box 93, Walkerville SA 5081

## WELCOME

We are always delighted to welcome new girls and their families to the Wilderness boarding community. We appreciate that sending your daughter(s) to Boarding School isn't an easy decision; it requires adjustment for all family members. Boarding will be a challenging experience for your daughter as she leaves the familiarity of home and moves to a more communal style of living. It will not always be easy, however the gains to be made are enormous.

Boarding provides a unique opportunity for your daughter to achieve her potential. She will be part of a close community, which will help her to develop independence, self-confidence and tolerance for others. While the academic life of the school is a key focus for your daughter, the boarding philosophy at 'Wildy' strives to foster independence while responding to the individual needs, gifts and talents of each girl. The boarding environment will provide your daughter with a range of choices about how she spends her time as she takes up the many opportunities that Wilderness provides. Through these opportunities she will develop in her social and emotional wellbeing. Evidence shows that when a young person is happy and content, they have a greater capacity for academic success.

Therefore, the primary concern of the staff is to provide your daughter with a safe and happy environment that represents, as closely as possible, a home environment. At the same time, living with a large group of girls is not the same as living with siblings. Boarding is a unique and unforgettable experience – overwhelmingly positive but not without its challenges.

When your daughter first arrives at Wilderness as a boarding student she will be entering a new phase of her life and initially she will be operating outside her comfort zone. She will need to deal with a new school, a new 'shared' home environment, new carers and she will inevitably experience concerns about establishing friendships. It is only natural that she will feel uncomfortable but this feeling will pass. It takes different lengths of time for different girls. Even returning boarders need to go through a readjustment phase each time they return from a long break.

Life in the Boarding House complements the broad principles of Wilderness School. At Wilderness we aim to provide the best education possible for each girl so she reaches her potential and is prepared for the multitude of challenges and opportunities which life will present. Boarding House life encourages high standards and provides a positive environment for academic studies. There are also varied opportunities to participate in sport and many other co-curricular activities.

The Boarding House staff and current boarders look forward to welcoming the new boarders and their families into our community. We are confident you will find your association with Wilderness and the Boarding House a rewarding and enjoyable experience.

## INTRODUCTION

The Boarding House at Wilderness offers care and accommodation for up to 76 girls. The communal nature of boarding life necessitates the establishment of certain guidelines and procedures. This ensures the provision to best care for the girls in our charge and the smooth operation of the house.

Just as it would be at home, in the Boarding House there will be age appropriate guidelines and curfews and an expectation of respectful relationships. Any community needs to establish common guidelines to achieve its collective aim. In the Wilderness boarding community we attempt to keep the 'rules' to a minimum. We are very conscious of our duty to care for the girls and have given careful consideration to the guidelines and procedures that operate in the Boarding House. The staff take their legal duty of care responsibilities seriously therefore at times boarders will face some restrictions to their leave. It is expected that the girls respect these and that parents support the School's decision.

All guidelines are in place for a reason and these are reviewed regularly to ensure the safety, well-being and happiness of each girl in our care. Whilst it is necessary to have common guidelines we make every attempt to be flexible to accommodate the individuality of each girl. We aim to be fair, firm and consistent in addressing inappropriate behaviour.

Sometimes adolescents learn most when they make a mistake and are given a chance to grow from that. So, 'second' and even 'third' chances are not uncommon. Just as at home, some actions will require a disciplinary response. Parents will be informed immediately of serious breaches of guidelines and may be involved in the process of deciding an appropriate consequence.

The guidelines will work to develop a secure and caring environment where each girl will grow and develop academically, socially, physically and morally.

Our boarding philosophy is based on four important interrelated principles:

- Trust
- Respect for others
- Co-operation
- Responsibility for one's actions

**Trust** is an essential element of boarding life. Like any home, a sense of **co-operation** comes from shared aims, a concern for others and a sense of solidarity. This co-operation extends to areas such as assisting in running socials, taking part in House events (Athletics etc.), duties, helping another boarder with homework and ensuring rooms are clean and tidy.

As a member of the boarding community, each student is expected to adhere to high standards of behaviour that reflect responsibility to and care for others, oneself and the environment.

A major aim of Wilderness Boarding is to produce self-respecting, successful, independent and **responsible** young people who are equipped to enter the next stage of their lives. To achieve this aim there will be an emphasis on the boarders gradually accepting responsibility as they progress in the Boarding House and assume informal and formal leadership positions.

In the boarding community there will be a wide variety of people of varying backgrounds, personalities and values. To ensure a harmonious, happy and successful community each boarder will need to be respectful of others. Girls are encouraged to treat everybody with **respect**. Unacceptable behaviour such as teasing, bullying or any form of discrimination will not be tolerated. Respect should be shown to all property. Any damage resulting from deliberate or thoughtless actions may incur a damage fee.

Clear consequences for students who do not adhere to the code of behaviour are outlined in detail in the Respectful Relationships Policy.

The healthy development of your daughter will proceed most successfully when we work as a true partnership in her best interests. This requires close communication and frequent contact. It is important that you contact the Head of Boarding, Mrs Rosie Broderick, at any time if you have concerns of any nature in relation to the well-being of your daughter.

**HEAD OF BOARDING**

Mrs Rosie Broderick  
rbroderick@wilderness.com.au  
(08) 8343 1071 (Boarding House Office)  
(08) 8271 1864 (Home)  
0411 246 514 (Mobile)

**SENIOR STAFF**

Julie Masters  
Amanda McLachlan  
Sue O’Kelly  
Mary Evans  
Katrina Peacock  
Tara Rowhani-Farid  
Zara Smith  
Lucy Lokan  
Mary Smith  
Ashley Wang – International Student Co-ordinator

**BOARDING HOUSE ASSISTANT**

Jasmine Daniel  
Sophie Munn  
Miranda Willet

**HEALTH CENTRE Registered Nurse**

Jill Ahmed ([jahmed@wilderness.com.au](mailto:jahmed@wilderness.com.au))  
(d) 8343 1036 (m) 0447 770 241

**BOARDING HOUSE  
CATERING STAFF**

Olivia Stoeckel (Chef/Manager) – maternity leave semester 1  
Karen Nilsson, Chef  
Bobby Nilsson, Chef  
Tara Cobbledick, Chef  
Kira Bayliss, Chef  
Effie Tziortziz, Kitchenhand  
Amandeep Kaur, Kitchenhand

**BOARDING HOUSE ORGANISATION**

The Boarding House is composed of four sections, all linked by connecting corridors. Mary Home House is disposed as the office, visitors’ lounge, kitchen, dining area, music practice rooms and co-educational recreational room linked to an outside-decked area.

Rankine House consists of shared bedrooms in the original building with extensions currently incorporating communal lounges and single room accommodation. The catacombs apartment provides accommodation for 2 students. Number 23 House has a combination of double and single bedrooms and a laundry facility.

## **ROLE OF STAFF**

### **Head of Boarding**

The Head of Boarding has overall responsibility for the co-ordination of all Boarding House matters and the leadership of all staff. This includes:

- the care and guidance of boarders, including determining consequences for inappropriate conduct
  - the overarching aim is to create a nurturing and non-punitive environment for all boarding students;
- the establishment of appropriate policies and practices;
- liaising with boarders' parents to ensure the best care for each boarder in relation to her medical, social, emotional and physical well-being.

The Head of Boarding in conjunction with all boarding staff and students strives to develop a house spirit and character that is friendly, supportive and recognises the worth of each student as an individual, creating a sense of belonging in all members of the House.

### **Boarding House Assistant**

The Boarding House Assistants:

- undertake duty shifts in their particular boarding area;
- attend and supervise other boarding functions;
- are responsible for the general care, guidance and maintaining appropriate behaviour of all the boarders;
- ensure security checks occur regularly;
- provide academic support to the girls;
- develop in conjunction with the other boarding staff and students, a house spirit and character which is friendly, supportive and recognises the worth of each student as an individual and creates a sense of belonging in all members of the House;
- undertake regular roll checks and monitoring of leave movements.

### **Senior Staff**

In addition to the above duties, senior staff are also responsible for:

- the day-to-day management of the girls, the daily supervision of the girls and the respective staff;
- the welfare of the students, on a day-to-day basis;
- communicating directly with the parents, in the absence of the Head of Boarding, regarding domestic and exeat arrangements and any matters relating to the boarding aspect of the girls' school lives;
- reviewing leave arrangements and approvals.

### **Chefs**

- The chefs prepare healthy meals and take an interest in the girls' general wellbeing. The chefs are open to accommodating specific dietary requirements and favourite menu items as requested by the girls.

## **BOARDER HEALTH AND MEDICATIONS**

A Registered Nurse is on duty every school day from 8.30am – 3.30pm, located in the School Health Centre. At 8.30am each school morning the nurse is available to assess boarders who are unwell or need to have an appointment made for them. She will make appointments and travel arrangements for girls and where necessary arrange to have the student accompanied by an adult to her appointment.

After school hours Boarding House staff address any medical concerns. Every Boarding House staff member has Senior First Aid training. If necessary, medical experts are accessed in extended-hour clinics or at the Women's & Children's Hospital (WCH) in emergency situations or if medical assistance is required during the night. It is recommended that staff default to calling an ambulance, therefore it is recommended that you have full ambulance cover, including 'non-emergency' category transport.

Boarders are required to provide all medication to the Front Office, unless arranged otherwise. Please do not supply your daughter with her own over-the-counter medications.

If your daughter is unable to attend school due to illness or injury, and the recovery period is relatively short, she will stay in the Health Centre under the care of the Registered Nurse or with permission remain in her room in the Boarding House.

If the recovery period is likely to be for an extended time or the illness is highly contagious, parents may be contacted to arrange for their daughter to return home or to another appropriate location to recuperate. In such circumstances the Head of Boarding, Senior Supervisor or Registered Nurse will contact parents.

Generally, all prescription medication is administered under the care of the Registered Nurse or supervising staff. Students are not allowed to have any tablets, capsules or mixtures in their rooms unless the doctor has recommended that they be kept at hand. The Boarding House staff must be made aware of this and the Registered Nurse has agreed to them self-medicating. Asthmatic-relief sprays, for instance, come into this category. A First Aid Cabinet is in the Health Centre and the Boarding House office for Panadol, antiseptics, band-aids, etc. The School covers the cost of all first aid needs. Personal medication that is not supplied by the School, will be charged to your account.

Wilderness School is a school that supports a minimum medication policy. The School policy follows a homely remedy protocol for the administration of non-prescribed medications and a written protocol for the administration of certain S2 drugs and prescribed drugs.

Confidentiality of the student is respected. However, in providing appropriate medical and nursing care to a student, particularly boarding students, it is recognised that medical information may need to be passed on to certain parties, in adherence with the School Privacy Policy. Day-to-day medical information needed to care for boarders will be passed from the Registered Nurse to the Boarding House duty staff in a daily handover process.

It is imperative that staff are made aware of any current medication and action plans that are provided for ongoing medical conditions that require medications not normally dispensed. Please review our School Medical Policy.

It is important that medical forms as well as the permission to administer medications are received before your daughter arrives at the Boarding House. Please remember to update your daughter's health details and permission as necessary during her time in the Boarding House. Parents can contact the Registered Nurse on 8344 6688 during school hours.

## Telephone times

In the event that your daughter presents with a mental health issue you will be contacted, as soon as possible, by either the Head of Boarding or relevant staff to discuss our concerns. The Boarding House staff may seek assistance from the Student Counsellor to assist with decision-making and management in consultation with you. Depending on the severity and frequency of the issue, the School and Boarding House, will work with the family, student and health professionals to devise and follow a Health Management Plan.

## GENERAL INFORMATION and ROUTINES

### Telephone times

If you need to telephone your daughter the most convenient times are:

**Weekdays**                      Monday – Friday  
3.30pm – 5.50pm  
8.30pm – 10.00pm

**Weekends**                      Anytime except during meal times which are:  
Lunch 12noon – 12.30pm  
Dinner 5.50 for 6.00pm start – 6.30pm

**Urgent calls will be received at any time through the Boarding House office on (08) 8343 1044 or Head of Boarding on (08) 8343 1071 / 0411 246 514 / (08) 8271 1864 (home).**

**Dinner is at 5.50 – 6.30pm during which time the Office will not always be attended.**

**Mobile phones are not permitted to be taken in the dining room at meal times so please refrain from calling your daughter between 5.50 and 6.30pm.**

## GENERAL GUIDELINES

### Forms

In order to have the information we need to care for your daughter and to ensure her welfare at all times, there are several forms that must be completed.

When entering the Boarding House for the first time the following forms must be completed:

- Personal Data Form
- Medical Record Sheet
- Driver Permission Form
- Water Safety Form
- Mobile Phone Contract

Information should be updated on a regular basis by current families.

### Behavioural expectations

Students are encouraged to become responsible members of the boarding community, showing consideration for others and doing all in their power to help the Boarding House run harmoniously. Rules are kept to a minimum and these are based on the expectation of responsible behaviour by all boarders.

**Students are expected to treat each other and staff as they would like to be treated. Normal good manners are required: 'please' and 'thank you' are expected.**

Bad language is not acceptable and lowers the tone of the Boarding House. A constructive attitude towards the rules and routines is assumed. Truthfulness and honesty are highly respected qualities.

The Wilderness School Drugs Policy opposes the inappropriate use of legal substances and the possession and use of prohibited substances. This policy applies to boarders while in residence and on leave. Non-adherence to this policy will be considered a serious breach of our trust and appropriate consequences will be actioned.

### **Damage to boarding facilities**

Damage incurred by girls where undue care or irresponsible behaviour is involved will result in an appropriate repair charge being added to your school account.

If rooms are not left cleared, there will be an additional cleaning fee will apply.

### **Mobile phones**

The Boarding House has adopted a Mobile Phone and Digital Citizenship Policy. As part of that policy, mobile phones are permitted in the Boarding House and are considered to enhance the safety of the girls, particularly when they are on leave from the house. Mobile phones and other technology are collected at 8.45pm for Year 7 – 9 girls and Year 10 girls by 9.45pm. Older girls are entrusted to use them appropriately, however if they are not self-regulated they will be required to pass in their phones. All girls will be given staff contact numbers to enter in their phones.

While we recognise mobile phones can improve the communication between you and your daughter, they could also paradoxically increase and intensify the feeling of homesickness, particularly for younger girls. This is a factor you need to be aware of when your daughter first commences boarding.

### **Conditions of use**

- Boarders bring mobile phones to the Boarding House at their own risk. The School accepts no liability in the event of loss or damage to the mobile phone. Parents should organise their own insurance policy.
- Girls must provide their mobile number to the Boarding House staff.
- Mobile phones must at all times be used discreetly and should not impose on other boarders.
- Parents are requested to advise their daughters to consider others when using the phone. Mobile phones must be switched off during all communal activities: e.g. study periods and after lights out.
- Mobile phones should not be used by other students.
- Mobile phones are not to be brought to the dining room during meal times.
- Year 7 – 9 girls must pass in all electronic devices at 9pm.
- Year 10 girls are to hand up their mobile phones by 9.45pm.

**Inappropriate use of a mobile phone will result in the withdrawal of permission to use the mobile phone for a defined period of time.**

### **Visitors**

Parents may visit at any convenient time and similar policies apply for visits by grandparents and other relatives. As a security precaution all visitors are asked to contact the staff member on duty upon arrival.

Male visitors are not permitted into the bedroom areas except for return days and holiday exeats. During all other times male visitors are restricted to the front lounge, dining room or outside BBQ area.

Girls are expected to introduce their visitors to Boarding House staff.

## Meal times

Unless engaged in school or sporting commitments or on leave, all boarders are expected to come to the dining room for the evening meal by 5.50pm. Boarders must arrive at dinner promptly so announcements can be made before the meal is served.

The Boarding House provides a nutritious and varied menu, and all efforts are made to accommodate specific dietary requirements.

<b>Breakfast</b>	A range of cereals, yoghurts, juices, breads for toasting and fruit are available. Hot breakfast on Wednesday morning.
<b>Recess</b>	A snack is provided by the kitchen. In addition, fruit is always available for students.
<b>Lunch</b>	Prepared by students from a selection of ingredients. Hot meals are provided during the winter terms.
<b>Afternoon Tea</b>	Fruit is always available for an after-school snack and cakes, biscuits, cheese platters etc. are provided by the kitchen staff.
<b>Dinner</b>	Dinner consists of a main course and dessert, or soup and main course. Students have some opportunity to suggest menu items. Saved dinners are available for girls who have commitments outside of the normal routine.
<b>Supper</b>	Hot chocolate, milo and a light snack is provided.

## Dress & Clothing

**For Meals** - Meals are eaten in the dining room. Dress for the evening meal is neat casual clothes. Occasionally there are special functions; in particular, a birthday tea each term. These tend to be either semi-formal or themed dress up.

**For Leave** - Smart casual dress is required. Girls must not go to local shops or the city in sports uniform. If girls leave the Boarding House in uniform it must be full uniform.

## Homework / Prep

From Monday to Thursday there is a dedicated prep time during which tutors are available to assist girls with their academic program and to ensure that the environment of the house is conducive to study. During this time Year 10 - 12 girls do their homework in their rooms and junior girls gather in the communal dining area. If they want to work in another area of the house they must seek permission. At times it may be necessary for girls to work together during prep time. This may be negotiated with the staff.

Music practice is considered part of homework and the practice rooms can be used during prep time.

[During study time there should be no recreational TV, social telephone calls or visitors.](#)

It is expected that the Boarding House is quiet after 9.30pm each evening, including weekends so girls may study or go to bed early. Gatherings on the weekends should be in communal areas, not in bedrooms. This is to ensure a reasonable balance between opportunities for relaxation and the need to establish quiet places for people to study and rest.

## Computers

The Boarding House has a wireless internet connection for the girls to access the internet and intranet. The School has restrictions imposed at key times and on some platforms. The School monitors girls' individual usage and staff follow up any concerns of excess exposure to screen time. The Mobile Phone and Digital Citizenship Policy applies to boarders at all times.

## **Netflix**

Many of the girls appear to have access to their family's Netflix account. At times this can be a distraction to their academic program and I would encourage you to discuss this before agreeing to provide the account password to your daughter. The School has a Netflix account and girls are encouraged to view programs in a communal setting.

## **Laundry**

Each girl is required to have a personal laundry bag. All clothes need to be marked with the girl's name. Girls are responsible for their own laundry and are encouraged to hang clothes onto the lines or airing racks rather than use the driers when the weather is fine as a matter of respect for energy consumption and the environment. Please note, our machines are front loaders and appropriate powder should be used. Sheets must be changed every Sunday and replacements are provided.

## **Electrical appliances**

**All power boards must have a built-in circuit breaker.**

Girls may bring with them electrical items such as a hairdryer and straightener. Items will be tagged and tested to comply with the OH&S legislative requirements. For safety reasons, electric blankets, radiators, personal electric fans, kettles and hot-water bottles are not permitted. Air-conditioners or ceiling fans are installed in each room. Where practical mark your daughter's items for identification.

**Please note: for reasons of fire risk, candles must not be used in the Boarding House.**

## **Spending money**

The most convenient way to manage spending money is to open a key card account and put money into it as required. This way the girls do not have a lot of cash at any time. Hotel safes are provided for each girl in their rooms to secure their valuables.

## **Newspapers**

Newspapers are delivered each day to the Boarding House office.

## **Church**

Wilderness fosters mindfulness and is a Christian School independent of particular denominational affiliation. Students who wish to practice their faith on a regular basis are encouraged to do so and the staff will facilitate this. Please discuss your wishes in regard to this matter with the Head of Boarding. This will be arranged by the Boarding House. Wilderness accommodates the cultural and religious beliefs of girls practising any other faith.

## **Bikes**

At Wilderness we try to make boarding as similar to a home environment as possible and consequently bikes are permitted. However, busy arterial roads surround Wilderness and in order to ensure the safety of all girls the following conditions apply.

### **Conditions of use**

- Girls must wear a helmet and obey all road rules.
- Within the School they may only ride within permitted areas
- Outside the School they should, whenever possible, only use minor roads and bike paths.
- Bikes should only be used at night with permission from staff. Such permission would be given only in very special circumstances.
- Bikes should not be used by other students.

Parents should arrange their own insurance, as the school does not carry insurance on students' personal property.

**Cab Charge**

Cab Charge is available for girls to access in order to limit the need for additional cash. These charges will be charged to your school fee account. If you do not want to make use of this service, please inform the Head of Boarding.

**Uber**

- It is illegal for students under the age of 18 to travel in an Uber without an adult present.

## LEAVE PROCESS AND GUIDELINES

Boarders may apply for leave from the Boarding House, provided it does not impose upon their academic commitments. Leave will not be approved if inadequate details are provided, or if a boarder has a leave restriction in place.

A condition of leave, even when approved by parents, is that a boarder complies with the behavioural expectations of the School.

Younger girls and new boarders are allowed shopping leave in small groups under the care of an older girl until they are familiar with the various shopping locations. Parents can advise boarding house staff of their own limitations they want put in place around leave for their daughter.

Leave should be arranged to avoid conflict with the normal daily routine of the Boarding House. Girls planning leave on Saturday morning must consider sporting commitments.

Any overnight leave will only be approved in conjunction with parents' approval. Routine day leave requests are approved by Boarding House staff. Special day event leave may require consultation with the parents. For example, attendance to a concert or a birthday gathering.

All girls leaving the Boarding House at any time must record their movements on the e-leave system. Overnight leave and weekend day leave must be applied for using the computerised leave system. All weekend leave must be pre-approved by the Senior Supervisor or Head of Boarding and/or parents as determined by the nature of the leave request.

We believe parents should be aware who their daughter/s are mixing with and what activities they are involved in during their recreational time, therefore overnight leave applications are emailed to the parents for approval each time a request for leave is made. The form provides information regarding the details of leave with the host family. Please do not agree to leave if your daughter has not provided a full description of her planned activities.

### **Travel in private vehicles**

**Parents are asked to provide specific documentation if they do not agree to allow their daughter to be driven by Boarding House staff, nominated school staff, or school parents for sporting or other school activities. This includes coaches employed by the School. If no written request is received disallowing this, it is assumed that parents have consented as per the Data Form.**

Year 12 students can apply in writing to the Head of Boarding to have access to a private vehicle. Each case will be assessed and conditions of use apply.

If permission is obtained, the following conditions will apply:

1. The car must be Registered and Insured at all times;
2. Keys must be left at the Boarding House office when the car is not in use;
3. Cars **must not be parked on the school premises on weekdays;**
4. Cars may be parked on school premises on weekends if:
  - a. there is no School function scheduled during the relevant period and
  - b. the car is moved by 7 am the following Monday morning;
5. The vehicle **must never be parked in streets** surrounding the School (Hawkers Road and its surrounds);
6. The vehicle must be **garaged off-site;**

7. Students must provide the address where the car will be garaged (eg, at residence of friend or relative).
8. Permission will be given for access to a car for specific – prearranged purposes. Any other use will need to be approved by the Head of Boarding and is at her discretion.
9. The vehicle will not be permitted to be used for driving to and from parties unless assessed and approved by the Head of Boarding.

Under **exceptional circumstances** Year 11 girls may apply to have access to a car. Additional conditions may apply to a Year 11 driver, to be determined at the Head of Boarding's discretion.

This privilege will be revoked if these conditions are not respected.

Girls may not travel with other students until the appropriate School and Boarding House forms have been completed.

**The principle behind the approval of leave is to ensure parents have given their informed consent. Even in a family environment it is an expected courtesy for children to communicate their plans. This is even more important in a boarding environment.**

- Each girl would ideally have notified any weekend leave request (Friday 6pm to Sunday evening), by Thursday 8.30am.
- Girls apply for leave using the on-line leave application. If the leave includes an overnight absence from the Boarding House, an email with all the details is automatically sent to the parents. After reviewing the details of their daughter's leave request the parents can respond on the electronic system to approve the leave. Parents can decline or modify the details and there may be consultation with Boarding House staff in respect to leave requests. Verbal approval may also be accepted in some circumstances.
- Visitors are to be introduced to staff before proceeding to move through the House. Girls are not permitted to answer the front door. Sometimes it is very busy and staff may be on the phone, so there may be a short delay in responding to the doorbell when collecting your daughter for leave.
- For duty of-care reasons, girls should be collected and returned to the school by an adult. People collecting the girls for leave need to enter the Boarding House and check in with the Boarding House staff at Reception.
- Short-term leave during the week is approved on a daily basis.
- From Sunday to Thursday all girls are expected to be home by 5.45pm for dinner unless pre-negotiated.
- Girls are expected to check out and in through the Boarding House office using the e-leave system.
- Junior boarders need to arrange leave in groups of 2 or more, not by themselves, unless approved by supervising staff on behalf of parents.

**The School is concerned at the manner in which some student parties have been known to proceed. The consumption of alcohol and other drugs and the use of cars in association with such events, cannot be condoned. The Senior Supervisor, in consultation with the Head of Boarding and relevant staff, will review invitations to large parties to assess what effective supervision will be in place. If there are serious doubts about the safety of the arrangements in place, we may recommend to parents they do not agree to the leave and the staff will support this.**

**As not every leave possibility can be described in this booklet, other leave arrangements may be permitted at the discretion of the Head of Boarding upon consultation with parents where possible.**

## **Duties and responsibilities of hosts**

The School strongly encourages you to contact the host family as a way of developing connections with the parent community of the School, and to thank those families who have offered their hospitality to your daughter.

In addition to this, the School recommends you check the nature of the activities your daughter will be involved in and the level of supervision the host family is providing to your daughter. The Boarding House does not undertake police checks on host families. It is the responsibility of the parents to determine the suitability of a host family.

Hosts take on the responsibility for a boarder with the consent of the boarder's parents. Hosts therefore need to be of sufficient maturity and experience. Wilderness Boarding House leave guidelines recommend a minimum age of 21 years for a host; this includes older siblings.

Leave with siblings under 21: requests for outings with older brothers and sisters (under the recommended age of 21) will be negotiated on an individual basis with the Head of Boarding. Overnight leave, if approved, with older siblings is restricted to the sibling boarder and will not be granted to other boarders.

The Duty of Care imposes the following responsibilities on a host:

- adequate supervision of the boarder at all times;
- ensuring that a boarder in their care returns to the Boarding House at the stipulated return time or communicates the change of plans to the office staff;
- ensuring the boarder's behaviour is law abiding and in adherence to the behavioural expectations of the School;
- accountability for any avoidable or deliberate harm to a boarder in their care;
- not permitting a boarder to travel in a car driven by non-approved drivers.

On very rare occasions the Head of Boarding may reject a request, even if parents have provided their permission. This will be done in consultation with parents.

## **Exeats**

Exeats are weekends during which students leave the Boarding House to go home or stay with friends. They provide an important break from the regime of boarding life. In most instances the Boarding House remains open as an option over the exeat weekends to accommodate the international students and any other boarders who are not in a position to travel home for the weekend.

Generally, boarders are expected to leave by 7.00pm on the final day of school preceding the exeat or end of term and preferably return after 5.00pm on the day they are due back. Boarders staying in the Boarding House are charged a day rate to cover staffing and meal costs.

If the Boarding House is closed for an exeat, international boarders are accommodated in homestay, arranged by Happy Homestay.

## **Exeats and end of term**

Details of leave and travel arrangements should be finalised by Wednesday evening prior to exeats and end of term; earlier if possible. Parents will be emailed details of the exeat or end of term leave for their confirmation. While missing school days before and after exeat weekends or term leave is not encouraged, the day school and the Boarding House acknowledge the difficulties experienced if travelling long distances.

Any anticipated early departures **must** be negotiated through the appropriate Head of School in the day school and the Boarding House should be informed of the details.

### **Returning to the Boarding House at the beginning of each term**

The Boarding House is open from 9.30am on the designated date to receive boarders. Ideally, all boarders are to return to the house by 5.00pm. If there are problems with transport, please advise the Boarding House office on 8344 1043 or 0447 285 516. Boarders may go out during the day once they have checked in. It is expected that boarders will stay in on the first night of term in order to organise themselves for school the next day.

### **Packing for the end of the year**

This is done progressively over the last weeks of term. Boarders will be provided with final arrangements for leaving the Boarding House during Term 4 to accommodate the boarders' attendance at the official functions that mark the close of the day school. Boarders who need to travel by plane may leave a small amount of their belongings in sealed and labelled boxes over the Christmas break. This needs to be negotiated with the Head of Boarding in advance as space is limited.

**The School takes no responsibility for items left on the premises.**

If students cannot attend a compulsory school function such as Speech Night at the end of year then permission to be absent must be obtained from the Principal, Mrs Jane Danvers. This should be done in writing well in advance.

At the end of year, Middle School boarders may depart after Middle School Presentation Night or earlier depending on the day school program.

Senior School boarders who are going home after Speech Night must remove their luggage before Speech Night commences.

The Boarding House closes for the extended Christmas holiday break at the conclusion of the Senior School Speech Night.

### **Beginning of the year**

New boarders arrive at the Boarding House by mid-morning, two days prior to the commencement of school for an orientation program. Returning boarders should aim to arrive by lunchtime on the day prior to school commencing. Lunch is provided for all boarders and their parents in the café on this day. All boarders should be checked in by 5.00pm at the latest. If there are any difficulties with transport times, please notify the Boarding House office on 8344 1043 or Head of Boarding on 0411 246 514.

## **ROOM ALLOCATION**

Year 12's are allocated a single room and remain in the same room for the year. Moves are only made in special circumstances. Girls in other year levels change rooms or room-mates at the end of each term. This is to encourage them to get to know all the girls in their year level.

Depending on the number of Year 12's, Year 11 students may have a single room for at least one term. Year 10 and some Year 11 girls have twin-share bedrooms. Generally, Year 7 to 10 students are accommodated in a shared double room.

Staff consider a range of factors when allocating rooms and roommates in the hope of fostering the most positive and harmonious living environment. Consideration is given to such factors as friendship, compatible study habits, supportive students with less confident girls and sport training commitments, particularly early morning schedules for rowers.

It is not reasonable for girls to expect special privileges in regards to room allocations without reasonable justification and we do our best to ensure each girl gets fair consideration of all the circumstances that influence our room plan. If, however you have any concerns at any stage regarding room allocations, please contact the Head of Boarding to discuss your concerns as there may be issues you are aware of that the staff are not, and vice versa. This is an area where we really appreciate your support, as the girls tend to be more accepting of the allocations if parents are not drawn into the discussion.

Cleaners clean the houses each weekday, however, girls are expected to tidy their rooms each day before school and before dinner on Sunday evening.

### **Girls are expected to:**

- make their bed each day;
- close blinds in the evening;
- switch off AC units, lights etc. when not in use;
- hang clothes in wardrobes;
- hang towels;
- put dirty laundry in the laundry bag;
- tidy their desk top;
- put all rubbish in the bin provided;
- clear the floor of objects;
- change linen each Sunday and take dirty linen to the laundry bags for collection by the linen service.



With the heart  
of a lion, I can be  
courageous



**BOARDING HOUSE  
DAILY ROUTINES**

## **DAILY ROUTINES**

### **School days (6.30 – 8.20am)**

- All boarders are responsible for getting themselves up, tidying their rooms, having breakfast and preparing for school.
- They may go for runs and sport practices early, however, no one should leave the house before 6.30am (rowers and early flight departures exempt). Students departing early must check with the staff member on duty before leaving the house.
- A staff member is on active duty from 6.30am. This person opens the gates, and does a wake-up walk through the house, supervises breakfast and Health Centre tasks. It is not always possible for this person to be in the office or to hear the phone, so this may not be a good time to contact the office.
- All girls are to leave the house for school by 8.20am.
- The Health Nurse will visit the Boarding House office at approximately 8.20am each morning.

### **Evening Program Weekdays**

#### **3.30pm to 5.50pm Monday to Thursday**

- Arrive home from school; afternoon tea available.
- Sport practices, housekeeping, exercise, free time, showers.
- Girls may go to the local shops if they have approval.

5.50pm to 6.30pm	Dinner
7.00pm to 8.30pm	Junior Prep
7.00pm to 8.30pm	Senior Prep

- Inter-dorm visits during this time are discouraged and should be approved by the tutoring staff on duty.
- If a boarder has special circumstances and is not present during prep, she is expected to demonstrate she has made up this time or will make up the time to ensure her academic commitments are being adequately met.
- After supper, junior girls prepare for bed and senior girls either have free time or continue with their academic work.
- Year's 7 - 9 are to hand up their mobile phone, tablets and laptop to the office by 8.45pm.
- Year 10 are to hand up their mobile phone to the office by 9.45pm.

#### **Students are expected to be settled and in bed asleep by the following times for the different year levels:**

Year 7	9.00pm (technology handed in by 8.45pm)
Year 8 - 9	9.00 - 9.30pm (technology handed in by 8.45pm)
Year 10	10.00 - 10.30pm (phones handed in by 9.45pm)
Year 11 & 12	10.30pm (Girls may work quietly if necessary, however they are encouraged to keep the sleep/work balance sensible)

- The house needs to be quiet by 10.40pm and staff finish active duty at 11.00pm.
- External gates close at 11.00pm.

**Friday night the house closes at 12.00pm for seniors & 10.30pm for juniors.**

### **Saturday**

6.00am	Gates opened.
7.00 -	
8.00am	Breakfast and preparation for sport commitments.
12 noon	Lunch
6.00pm	Dinner
11.00pm	Years 7 to 9 - all in bed and lights.
12 midnight	Years 10 to 12 - in bed.
12.30am	Close of House.

## **Sunday**

7.30am	Gates opened.
10.00am	All girls are woken and up unless the staff member has been advised otherwise, having showers and breakfast.
10.00am	Tidy rooms and laundry if necessary.
12 noon	Lunch
6.00pm	Dinner
7.00 – 8.30pm	Room inspections will be conducted. Rooms to be tidy and will be checked by a supervisor. Change linen each Sunday and place dirty linen into the green laundry bags for collection by the linen service.
8.30 – 9.00pm	Year 7's prepare for bed and lights out by 9.00pm (technology handed in by 8.45pm).
9.00 – 9.30pm	Years 8 & 9 prepare for bed and lights out by 9.00 - 9.30pm (technology handed in by 8.45pm).
10.00 – 10.30pm	Year 10's prepare for bed and lights out by 10.00 - 10.30pm (phones handed in by 9.45pm).
10.30pm	Years 11 & 12 prepare for bed. Girls may work quietly if necessary, however they are encouraged to keep the sleep/work balance sensible.

## **SECURITY**

**All doors are alarmed progressively throughout the evening closing off sections of the Boarding House. Final alarms are set when all girls have returned from leave. Camera surveillance covers the perimeter of the Boarding House for additional security. A security company performs campus checks throughout the night.**

**Doors** - Girls are not permitted to answer the front door. Girls are not permitted to access or exit the house other than through the front door, or via the back door during day light hours. All other doors are to be kept locked at all times.

**Blinds/curtains** – Curtains and/or blinds are to be drawn at dusk to deter unwanted attention.

## **WHAT TO BRING**

**In addition to casual clothing and personal toiletries, it is recommended that students have the following:**

- Power board that has an inbuilt circuit breaker (preferably with individual switches per outlet)
- Bath towel and face washers
- Doona, pillow & cover (a bed pack including a doona, pillow and quilt cover is available for purchase if needed)
- Laundry bag
- Thongs for use in the shower and a second pair for footwear in the house
- Shoe cleaning kit (black shoe polish)
- Washing powder for front-loader machines – low suds
- Sporting equipment if involved in recreational activities
- Beach towel
- Bathers (one piece required for swimming carnival)
- Desk lamp
- Coat hangers
- Pin boards and pins
- Photos for pin boards
- Blu-tack
- 4 x AAA batteries
- Personal trinkets
- Hairdryer/straighteners
- Mobile phone

## **INSURANCE**

The school take no responsibility for girl's personal items.

All uniforms and personal belongings should be labelled.

You may wish to review your insurance policy to establish if your daughter's personal possessions are covered by your current policy terms and conditions.

## **REPORTS**

Boarding House reports will be prepared at the end of each semester. Parents are free to contact the boarding house staff at any time to discuss their daughter's development.

## TIPS FOR PARENTING FROM A DISTANCE

It is perfectly normal for a student living in completely new surroundings, and in a communal environment, to feel strange and miss home and her family.

We think it is important for students to realise that they are likely to feel homesick from time-to-time, that it is quite normal and something they should acknowledge. Talking about the possibility of her missing home before she leaves is an important preparation and together you can decide on some strategies that might help her.

It is important for parents to emphasise the benefits of involvement in and out of the classroom. An involvement in sport, music, drama and other activities is very beneficial and should be encouraged wherever possible. It serves as a distraction from feelings of homesickness.

In the early stages, while it is comforting to you as a parent to touch base with your daughter often, the contact with home can often accentuate feelings of homesickness. Often a student who might seem to be coping quite well will suffer a set-back after ringing home. Always try to end phone calls on a positive note.

It is important for you to understand that you will hear of, or experience, the worst of your daughter's homesickness. She will tend to contact you when she is feeling at her lowest and may focus on the negative aspects. Try to encourage her to think positively.

Encourage your daughter to seek the assistance of staff rather than ring you, as it is unlikely you can directly assist with what has caused the upset at the time. If it is an issue with homesickness the staff will find something that will distract her.

Poor grades and difficulty with work can be symptoms of homesickness in the early stages. Contacting the Head of House in the day school is recommended if you believe your daughter's academic development is being compromised. The Head of House will work closely with you, your daughter's teachers and the boarding staff to assist her through this. A recurrence of the homesickness problem is quite common after exeat weekends or after term holidays. However, this is generally overcome very quickly on returning to school.

Please encourage your daughter to see the Head of Boarding or a member of the staff if she is feeling unhappy or unsettled.

It is our aim to help you and your daughter cope positively with the settling in period. Understanding, patience and firmness make for a quick and relatively smooth adjustment to the new environment.

New parents have an orientation program on the day that their daughter joins the boarding community. This workshop provides many practical suggestions to help your adjustment to 'parenting from a distance'. Above all please do not hesitate to contact the Head of Boarding if you wish to discuss any problems your daughter may face once she has joined our community or in her preparation to begin with us.

## **TIPS FOR GIRLS TO HELP MAKE THE TRANSITION TO BOARDING**

Starting at a new school can be stressful. While the transition for many will happen quite easily, others may need extra support.

Below is a list of helpful hints that may help ease the transition to boarding life. It would be good to go over these with your daughter before she commences and support her with the following:

### **Have a game plan**

Firstly, even if you think you are going to be OK, talk to your parents about how you might manage if you do feel homesick or generally anxious. It is helpful to have this worked out before you leave home. For example, arrange to call your parents at a set time rather than when you are feeling at your lowest and try to remember three good things that happen each day.

### **Give it time**

Big changes often take time to adjust to. Moving away from home and starting a new school is big, so don't be hard on yourself and allow yourself time to adjust. Allowing yourself to get used to the change is important. Try to take it one day at a time. It is likely that life will start to get easier as you become more familiar with the school routine and start to make new friends.

### **You are not alone**

It may help to remember that you are not alone, it is likely that other girls have or have had similar feelings to you. Lean on them for support. Use your boarding buddy and big sister.

### **Sleep is really important**

Sleep has the capacity to heal and help us cope. If you are not getting enough sleep you will be even more emotional. Discuss some strategies about sleep with your parents but come to the staff as we have some great suggestions that can help you relax.

### **Stay in contact with old friends**

While you are making new friends, it may help to stay in touch with your old friends. You may like to talk to some of your old friends about how you are feeling about starting at a new school. Although you are not able to see them face-to-face, it may still be possible to keep in touch via email, Skype, phone or Facebook. Keep in mind that friends at home may be a bit slack in getting back to you. Try not to take this personally. It may be because they are still doing similar things and are in their comfort zone and might not be aware of how important their contact is to you. It might help to let them know how much you enjoy hearing from them.

### **Have something to look forward to**

Sometimes it is helpful to plan ahead so that you have something to look forward to. You may want to plan to catch up with friends during the exeat or holidays or plan to do something special if your parents are coming to visit you at school. Get involved. A good way to make new friends is to become involved in activities that interest you. This way you are meeting people with whom you have things in common with. You may want to get involved in:

- Sport
- Music
- Debating
- Community service

Push yourself to participate in the boarding activities program, even if you find it difficult or the activity puts you out of your comfort zone. Just going along as a spectator is far better than isolating yourself from your peers by not going at all. If you have any suggestions for activities, please see the Boarding House staff.

**Create your own space**

Making your space your own can help you to bring a bit of home to school. We recommend you bring along either your favourite doona cover, books, pictures of friends and family, and ornaments as they will help to make your space more like home.

**Organise something at school**

Often other people are feeling nervous about making new friends. It can sometimes take someone to suggest doing something to break the ice. You may want to suggest taking a walk after school or organising a special outing on the weekend.

**The power of a smile**

Never underestimate the power of a smile. If you appear open to making new friendships people will be drawn to you.

**Express yourself**

Being able to express how you are feeling may help to release some of the tension you may be carrying around with you.

**Talk to someone**

It may be helpful to talk to someone about how you are feeling. This might be a friend or family member or perhaps a member of staff. Sometimes talking to someone who is not so close to the situation may be helpful. The Boarding House staff have things they can suggest to help you. Wilderness also has a Director of Wellbeing and a Registered Nurse. Your Head of House in the day school is a wonderful support for you and can help in many ways.

## **BOARDING HOUSE RECREATIONAL ACTIVITIES**

The Boarding House record recreational activities on an app called 'Team App'.

The Team App application can be downloaded for free from the App store on your smart phone. Upon opening the application search for 'Wilderness BH activities'. When selecting this group, you will be prompted to sign up to Team App and an email will be sent to you, to confirm your registration.

When you sign in go to 'Access group' and select 'Parents/Caregivers'. You will then be able to access the information regarding upcoming activities.

## **PARENTS' COMMITTEE**

The Boarders' Parents' Committee is an informal group of parents of boarders who meet once a term to discuss any boarding issues and organise social occasions.

We recognise that it is not possible for all families to attend each meeting, however we would encourage you to be involved to whatever extent you can. This will help to develop the boarding community and assist in improving the communication between the parents, boarding staff, and day school staff.

## **BOARDERS' PARENTS' REPS**

The following parents have kindly agreed to be year level representatives and are available to new parents if you would like to have a parent's perspective on any matter.

Year 7 & 8	Skye MacLachlan	(m: 0427 295 123)
Year 9	Meriel Lane	(m: 0428 499 856)
Year 10	Annabel Hawkins	(m: 0409 933 344)
	Suzie Rivaz	(m: 0419 861 490)
Year 11/12	Cathy Dix	(m: 0408 831 140)

## **THANKYOU**

Thank you for choosing Wilderness as the School to care for and educate your daughter.

I hope you and your daughter have a positive experience within the Wilderness Community.



With the heart  
of a lion, I can be  
courageous

