



2021 Boarding Booklet

Information for Parents and Students



Table of Contents

Welcome	4
Principal.....	4
Head of Boarding.....	4
Communication	5
Boarding House Contact Details.....	5
Staff	5
College Contact Details	5
Term Dates 2021	6
Term 1 - 27 th January till 1 st April.....	6
Term 2 - 19 th April till 18 th June	6
Term 3 - 12 th July till 17 th September	6
Term 4 - 5 th October till 8 th December	6
Clothing	7
School Uniform Requirements	7
Casual Clothing	7
Linen and bedding	7
Bathroom	8
Spare Toiletries.....	8
Miscellaneous.....	8
At your own discretion	8
Mobile Phones.....	9
Laptops and Mobile Communication Devices	9
Facebook and Social Networking	9
Laundry.....	10
Sew-in name tags	10
Homesickness.....	11
House Organisation	11
Outside storage	11
Daily Routines.....	12
Meals.....	13
Breakfast	13
Lunch	13
Dinner.....	13
Supper	13
Ordering Food/Uber Eats/Deliveroo etc.	13
Leave	14
Categories of Leave	14
Weekend Leave	15
Leave Conditions	15
School Holidays	15

Property.....	16
Lost Property	16
Medical.....	17
Medications.....	17
First Aid	17
Medical Services.....	17
Sickbay.....	17
Overseas Students.....	17
Money Matters.....	17
Behaviour & Expectations	18
Procedures for Dealing with Inappropriate Behaviour	18
Discipline	18
Procedural Fairness	18
Discipline System.....	19
Evacuation.....	21
Staff Roles and Responsibilities.....	21
Student Responsibilities	21
Fire Alarm	21
Security.....	22
Access.....	22
Closed Circuit television	22
Alarms	22
Access to boarding house by boarders during the school day	22
Access to the roof and deck	22
Student Leadership	23
Boarding House Council	23
Study	23
Travel.....	23
Train / Bus	23
Taxi/ Private car service	23
Private motor vehicle	24
Changed circumstances.....	24
Beginning and End of Term Travel	24
Visitors.....	24
Year 12	24

Welcome

Principal

Dear Students and Parents,

Welcome to Markham House. A special welcome to our new boarding families. We are sure you will enjoy boarding here at The McDonald College.

This booklet is designed to assist you to live within our boarding community smoothly and happily. It explains all our policies and procedures regarding the daily operation of the boarding house.

Should you have questions which are not answered here please do not hesitate to contact The Head of Boarding, either by telephone, email or in person.

We look forward to ensuring your time at the College is rewarding in all you do: whether it relates to your academic achievements, your performing dreams and aspirations or your interpersonal relationships.

Maxine Kohler
Principal

Head of Boarding

A warm welcome to new and returning boarding students and their families. My name is Rebecca Rogers, and I am the Head of Boarding here at The McDonald College. I moved to Sydney when my son finished touring with Billy Elliot the Musical and have both my son and daughter enrolled at the College.

Initially I accepted the role of boarding house supervisor and when the Head of Boarding position became available, I accepted this role with great excitement. Prior I worked as a Registered Orthopaedic nurse for 10 years and am thoroughly enjoying the change of career. I enjoy being able to use my nursing skills in the role and am able to provide holistic care of the boarders. In future I aim to further my studies in teenage mental health. I feel fortunate with the direction my life has taken and am honoured to spend every day nurturing the creative boarders in my care.

The aim of the Boarding House is to provide security, stimulation, friendship and independence in an environment away from home. We aim to simulate the home environment, by making the Boarding House welcoming, friendly and comfortable.

Just like at home, the boarders have duties they must carry out for the benefit of each other. There is an expectation they will be responsible for themselves and have an awareness of their fellow boarders as well as support each other in times of need. By following the simple rules of the Boarding House, as outlined in the following pages, each boarder can contribute to the running of the House in a positive and interactive way that is beneficial for all.

When your child starts boarding it is very important to maintain effective communication between home, school and the Boarding House. Parents are encouraged to telephone, email or write as often as possible. The Head of Boarding is available at any time to discuss any issues or concerns about your child's happiness, progress or general wellbeing. The old adage, 'A problem shared is a problem halved', is definitely true for both the boarder and their parent. If you are concerned about your child's progress or wellbeing, I would welcome the opportunity to discuss the issues with you and alleviate any anxiety.

We look forward to nurturing your child through their boarding experience and to help them get the most out of their time with us. We hope that they will find life in the Boarding House exciting, happy and full of the promise of great things to come.

Rebecca Rogers
Head of Boarding

Communication

Boarding House Contact Details

Address: 17 George Street, North Strathfield NSW 2137

Duty Supervisor mobile: 0459 882 867

Head of Boarding email: Rebecca.Rogers@mcdonald.nsw.edu.au

Staff

Head of Boarding: Mrs Rebecca Rogers
Supervisor (part time): Miss Reny Lee
Miss Dominique Hurst
Miss Luci Young

College Contact Details

College Office: 02 9752 0500
College Counsellor: Please contact the college office.

Term Dates 2021

Term 1 - 27th January till 1st April

Tuesday 26 th January	Boarding House Open at 2.00pm
Wednesday 27 th January	All Students commence Classes
Thursday 1 st April	End of Term 1
Friday 2 nd April	Boarding House closes at Noon (12.00pm)

Term 2 - 19th April till 18th June

Sunday 18 th April	Boarding House Open at 2.00pm
Monday 19 th April	All Students commence Classes
Friday 18 th June	End of Term 2
Saturday 19 th June	Boarding House closes at Noon (12.00pm)

Monday 14th June Queen's Birthday - Public Holiday

Term 3 - 12th July till 17th September

Sunday 11 th July Boarding	House Open at 2.00pm
Monday 12 th July	All Students commence Classes
Friday 17 th September	End of Term 3
Saturday 18 th September	Boarding House closes Noon (12.00pm)

Term 4 - 5th October till 8th December

Monday 4 th October	Boarding House Open at 2.00pm
Tuesday 5 th October	All Students commence Classes
Thursday 11 th November	Year 12 end of HSC Exams
Sunday 14 th November	All Year 12 students have departed the Boarding House
Wednesday 8 th December	End of Term 4
Wednesday 9 th December	Boarding House closes at Noon (12.00pm)

Clothing

All personal items must be clearly labelled with sew-in name tags.
You can order your labels online at <https://wovenlabelsdirect.com.au>

School Uniform Requirements

- 2 skirts (worn summer and winter) or trousers
- 2 short sleeved shirts (worn summer)
- 2 long sleeved shirts (worn winter)
- 2 dresses (if not wearing the skirt/shirt option in summer)
- Jumper
- Blazer
- Tie
- Black leather school shoes lace up or buckle
- 5 pairs of knee-high navy socks or navy tights for winter uniform skirt
- 5 pair black short socks with trousers
- Sports uniform (top and shorts)
- Sports shoes
- 2 pairs white sports socks for sports uniform
- 5 pairs white socks for summer uniform
- 'Blacks' for musical theatre/acting or clothing as appropriate for the stream of your choice
- School Tracksuit - Optional

Casual Clothing

Boarders will have one wardrobe in their rooms. At the end of each term boarders are required to pack up their rooms and all personal items must fit within their wardrobe. During the school holidays the Boarding House may be occupied by outside groups, so it is important that all their belongings are locked away securely.

Suggestions for casual clothing:

- | | | |
|---|--------------------------|---------------------------|
| • 2 dresses, skirts, shorts or trousers | • 1 pair of casual shoes | • 1 dressing gown |
| • 4 tops | • 1 pair of jeans | • 1 pair of slippers |
| • 2 shorts | • 1 warm tracksuit | • Track pants |
| • 1 smart casual outfit | • 10 sets of underwear | • 1 pair of shower thongs |
| • 1 pair of sandals | • 2 sets of sleepwear | |

Linen and bedding

Boarders need to provide all their bedding for their single bed. Please label all bedding clearly so it is easy to identify when it has been washed and sorted by our housekeeper.

- | | |
|-------------------------------|---|
| • Pillow/s | • 1 towel for swimming |
| • 2 pillowcases | • towel for showering |
| • 1 single bed doona | • 3 mesh laundry wash bags - available for purchase from the Boarding House |
| • 1 single bed doona cover | |
| • 2 sets of single bed sheets | |
| • 1 mattress protector | |

Bathroom

Boarders must keep their toiletries with them before and after use, so it is handy to have something to transport them in.

- 1 Plastic carry basket (with holes) to store and carry toiletries to & from the bathroom.
- 1 of each: hairbrush, toothbrush, toothpaste, deodorant, bodywash, shampoo, conditioner, cleanser & moisturiser.

Spare Toiletries

Boarders can go to the shop to buy more toiletries however it is a good idea to make sure they have plenty to start with and also top them up each term when they return home in the holidays.

(Sanitary products, Toothbrush, toothpaste, deodorant, bodywash, shampoo, conditioner)

Miscellaneous

Extra sew in name tags

Sleeping bag (used for school camp)

Disposable plastic raincoat (used for school camp)

Umbrella

Small alarm clock

Portable charger/power bank for recharging Mobile

Phone while on leave.

Phone and laptop charger

Head phones

Shoe cleaning kit

Coat hangers

Small sewing kit

1 pair of swimmers

1 rashvest sun protection swimming shirt

At your own discretion

Small lockable box for valuables

Mobile Phones

Boarders are allowed to have one personal mobile phone and are required to carry it fully charged on outings so they can be contacted by staff. The phones must be clearly identifiable for easy identification and are kept at their own risk. Mobile phone usage will be monitored and if it is noted that they are spending too much time on their devices the matter will be raised. There will also be zero tolerance for any misuse or bullying of any kind by text messaging. Boarders should report anything they receive, which makes them feel uncomfortable, to boarding staff.

Boarders are not allowed to make or receive calls & texts messages during Breakfast (7.25am – 7:45am), Dinner (6.00pm- 6.20pm), Prep (6:45pm – 8.15pm) or during Boarding House meetings. Phones must not be seen on the table at mealtimes. Warnings will be given, and phones confiscated when rules are not followed.

Years 7 - 10 hand their mobile phones in from Sunday to Thursday evenings prior to quiet time which is 15 minutes before lights out. It is a good idea to arrange an appropriate time to call so you have plenty of time to chat before it is locked away for the night.

Year 11 & 12 girls are not required to hand their mobile phone in with the expectation that they will use them wisely.

Music can be a great tool for helping the boarders relax and sleep however the phones, often wanted to be used to play the music, also have apps such as snap chat and social media platforms on them. I therefore encourage finding a device that can be used for music only and bring that so that their devices can still be locked up.

Alarm clocks are also recommended if your child would like to wake up earlier than the music at 7am.

The College assumes no responsibility for loss or damage to mobile phones.

Years 7 & 8	Hand in tech at 9pm	Lights Out at 9.15pm
Year 9	Hand in tech at 9.15pm	Lights Out at 9.30pm
Year 10	Hand in tech at 9.30pm	Lights Out at 9.45pm
Year 11 & 12	Quiet time at 9.45pm	Lights Out is 10.00pm unless quietly studying in their own room.

Laptops and Mobile Communication Devices

Boarders have unlimited access to the Internet. However, there is a block out period for all social media during prep time and after lights out.

Year 7-10 laptops, iPad, iPhone, iPod Touch or similar devices that connect to the internet are handed in at the same time as mobile phones are handed in at night. They will need their own charger per device.

Should Year 11 & 12 students misuse their devices after lights out, they will be required to hand their devices into the office at night as well.

Parents and students are expected to observe and adhere to the terms and conditions, including age restrictions, when downloading apps to their devices.

Laptops, iPads and all mobile communication devices are the responsibility of students.

Facebook and Social Networking

It is expected that parents will be 'friends' with their child on their Facebook, Instagram, Snapchat and other social networking accounts. This is a responsible way to ensure that nothing inappropriate is posted through text or image. If you have any concerns, please speak to the Head of Boarding.

Laundry

The Laundry offers a same day service Monday to Friday, when items are placed down the chute before 8-25am. There is no laundry service on Saturday or Sunday. All items sent down the laundry chute must be clearly named.

The Laundry cannot guarantee that unnamed items will be returned safely to each student. When an unnamed item is discovered, it will be placed on the lost property table for students to claim. At the end of each term any unclaimed items will be donated to charity.

Small and delicate items of clothing e.g. leotards, underwear, socks and tights must be placed inside your own mesh wash bag. It is recommended that your laundry is separated into 3 separate laundry bags to accommodate white, dark and light colours before putting the mesh bag down the laundry chute to avoid colors running.

It is compulsory for Year 7 to 10 students to send all their items to be washed to the school laundry via the laundry chute. Year 11 & 12 students have permission to do their own washing, using the laundry on level 3. However, the Year 11& 12 girls are welcome to send all their items to the school laundry via the laundry chute.

All years must wash their bed linen once a week.

Laundry wash bags are available for purchase from the Boarding House. These bags are used to put smaller more delicate items through the laundry service. This is a heavy-duty cotton mesh laundry wash bag, with Velcro over the zip. Please contact the Head of Boarding to purchase: laundry bag - 60cm x 80cm, Cost \$20 per bag.

It is recommended each student has 3 laundry bags.

Sew-in name tags

Sew-in name tags are required on each item brought into boarding, this includes school uniforms, linen, casual clothing, underwear, sleepwear, dancewear, gym wear, or any other items needing to be washed. All items should have the student's first and last name sewn on the most visible place (collar, waistband, etc.).

There are several companies online which you can order labels through.

Approximate Sew-In Name tag Prices:

- 10 dozen sew-in name tags \$35-00
- 12 dozen sew-in name tags \$38-00
- 14 dozen sew-in name tags \$41-00
- 16 dozen sew-in name tags \$44-00
- 18 dozen sew-in name tags \$47-00
- 20 dozen sew-in name tags \$50-00

Homesickness

We recognise that in most cases the Boarding House experience is the first time that students have lived away from home.

Nearly every boarder is homesick at one time or another, especially when they first commence boarding. This can cause anxiety for the boarder and their family. It is to be expected and often it is the parents who feel the worst. It is natural for the feeling to last from a few days to a few weeks but will usually subside as they become familiar with their new surroundings and routines.

To help with homesickness, boarders are encouraged to get involved by developing new friendships and participating in new activities. Our staff are sensitive to their emotions especially when they first arrive. We always liaise closely with parents, especially if we have any concerns.

To assist with their settling in we recommend that you:

- Pack some belongings that will help them feel at home. That may be their favourite teddy, some pictures or a cushion on their bed. The boarders can decorate their rooms to make them feel more at home, though there are strictly to be no pins put in the wall. **If a student causes damage to their wall the cost of repair will be recouped from the parents of the student.**
- Maintain regular contact with your child, make a short phone call at the end of each day to see how they are settling in keeping the conversation positive.
- Be reassuring and supportive if they are homesick
- Encourage them to take part in school and Boarding House activities.
- Encourage them to speak to friends and others with whom they feel comfortable.
- Communicate with Boarding House staff about any concerns that you may have.
- Send letters or emails during the first few weeks. These can be reread by the student and allow them to feel supported.

If your child has difficulty adjusting to boarding life, please do not hesitate to contact the Head of Boarding.

House Organisation

Rooms are of varying size and can accommodate one, two or four boarders.

During the school term rooms must be kept neat and clean. Students are encouraged to bring the minimum number of personal belongings. At the end of each term students are required to pack up their rooms and all personal items must fit within their wardrobe. A lockable wardrobe is provided for each student.

During the school holidays the boarding house may be occupied by outside groups.

Outside storage

Student Concierge Service is an outsourced service which allows boarders to store their excess belongings offsite over the holiday periods. <http://studentconciergeservices.com.au/storage-packages/>

Daily Routines

Monday - Thursday

7:00am – 7:25am	Wake up, dress for school & tidy room
7:25am – 7:45am	Breakfast in the Canteen
7:45am – 7:55am	Brush teeth, finish tidying room
7:55am	Put dirty clothing in laundry chute
7:55am – 8:10am	Room Inspections
8:10am – 8:20am	Depart for College Classes
3:40pm	Years 7 – 9 arrive home
4:40pm	Years 10-12 arrive home (Thursday arrive home at 3.20pm)
6:00pm – 6:20pm	Dinner in the Canteen
6:45pm – 8:15pm	Prep – Library for Years 7-10. Years 11-12 at own desk, in own room
8:15pm – 8:30pm	Supper Level 1 (Tuesday Boarding house weekly meeting)
9:00pm	Year 7 & 8 technology handed in, Quiet time begins
9:15pm	Year 7 & 8 lights out
9:15pm	Year 9 technology handed in, Quiet time begins
9:30pm	Year 9 lights out
9.30pm	Year 10 technology handed in, Quiet time begins
9.45pm	Year 10 lights out
9.45pm	Year 11 & 12 Quiet time begins
10.00pm	Year 11 & 12 lights out

Fridays

7:00am – 7:25am	Wake up, dress for school & tidy room
7:25am – 7:45am	Breakfast in the Canteen
7:45am – 7:55am	Brush teeth, finish tidying room
7:55am	Put dirty clothing in laundry chute
7:55am – 8:10am	Room Inspections
8:10am – 8:20am	Depart for College Classes
3:40pm	Years 7 – 9 arrive home
4:40pm	Years 10-12 arrive home
4:45pm – 5:10pm	Dinner in the Canteen
8:15pm – 8:30pm	Supper Level 1
9:30pm	Quiet time begins

Boarders are allowed to watch movies. All late activities need to be behind a red door to help keep noise to a minimum.

On weekends the boarders prepare their own breakfast and lunch in the kitchen from the food provided by the Boarding House

Saturday

6:00pm	Dinner in the boarding house
8:15pm	Supper Level 1
9:30pm	Quiet time begins

Sunday

6.00pm	Dinner in the Boarding house
	After dinner check if school and activity uniforms are washed, clean and ready for Monday
6:45pm	Change sheets, remake bed with clean sheets
7: 00pm	All sheets, towels & dirty clothing are put down the laundry chute and rooms tidied
8.00pm	All boarders have returned from weekend leave
8:15	Supper Level 1
9:00pm	Year 7 & 8 technology handed in, Quiet time begins

9:15pm	Year 7 & 8 lights out
9:15pm	Year 9 technology handed in, Quiet time begins
9:30pm	Year 9 lights out
9.30pm	Year 10 technology handed in, Quiet time begins
9.45pm	Year 10 lights out
9.45pm	Year 11 & 12 Quiet time begins
10.00pm	Year 11 & 12 lights out

Meals

Students are expected to attend all meals unless they are on approved leave.

A late dinner will be available for students on return from their approved leave.

Our catering team provide the girls with a variety of nutritious and balanced meals. Where students request a special diet, parent permission and supporting medical documentation is required.

Breakfast

Breakfast is served at 7.25am in the canteen on school days.

Weekends and public holidays breakfast are self-serve in the Boarding House kitchens.

Morning tea is provided by the canteen on school days.

Lunch

On school days lunch orders are placed at the canteen after breakfast and collected from the school canteen at lunch time.

Weekends and public holidays lunch are self-serve in the Boarding House kitchens.

Afternoon tea is provided by the canteen

Dinner is served at 6.00pm daily and at 4:45 on Fridays.

Supper of fruit during the week and sweet treat on the weekend, is provided at 8.15pm daily.

Fresh fruit and an assortment of other snacks are available at all times.

Ordering Food/Uber Eats/Deliveroo etc.

Only permitted on the weekend at students' own expense. Students must take a supervisor with them to collect deliveries.

If students aren't eating dinner on the weekend, they are to advise the Head of Boarding so the catering staff can be informed.

Leave

All leave is managed through the **Boardingware** app.

All requests for leave are subject to the approval of the Head of Boarding.

Any request for weeknight leave must be put in to boarding ware and go through the Head of Boarding. We prefer students to take leave on weekends, not during the school week.

On Friday and Saturday nights all boarders must be back in the Boarding House by 10-30pm.

On Sunday, all boarders must be back in the Boarding House by 8:00pm.

Categories of Leave

The following types of leave are available to students:

1. **After Hours class** – this is leave for students to attend classes in the College’s After-Hours program. This leave is entered daily by the supervisor on duty as students depart the Boarding House to attend class.
2. **Appointment** – this applies to students leaving the Boarding House to attend medical or other authorised appointment.
3. **College classes** – as students leave the boarding house each weekday morning they are marked as being on ‘leave’ this allows duty staff to know which students are remaining in the Boarding House during the school day.
1. **College Excursion Off Site** – this is for College arranged excursions (academic, sporting, performing or boarding).
 2. **College On Site Event** – this is for attending performances or other organised activities on the College grounds.
 3. **DTR (Down the Road)** – for leave on weekday afternoons to go down to the George Street shops and cafes or Woolworths on Concord Road.
 - I. Years 7-9 must go in pairs
 - II. Students must return to attend dinner at 6.00pm and during the winter months be back by sunset.
 4. **DTR W/E (Down the Road – Weekend)** – for leave on Saturday & Sunday - to go down to the George Street shops and cafes, Woolworths on Concord Road & Cafes on Majors Bay Road Concord.
 - I. Years 7-9 must go in pairs
 - II. Students must return to attend dinner at 6.00pm and during the winter months be back by sunset.
5. **Grounds** – for when students are out of the Boarding House but remaining within the College grounds e.g. on the multi-purpose court or working on major works in the Art or D&T rooms.
6. **Gym – Fitness First** – for students who have a membership (75 minutes round trip).
7. **Local** – for day leave on the **weekend** to North Strathfield, Strathfield, Burwood, Rhodes, DFO, Homebush, Olympic Park or Concord.
8. **Special** – for the rare occasion when parents request weeknight leave.
 - I. This should not be a regular occurrence & parents should seek approval from the Head of Boarding before the event.
 - II. Leave such as this would usually be issued for birthdays, special immediate family occasions or a Sydney visit from a rural, interstate or international parent.
9. **Tennis PA** – off site to attend Voyager Tennis program.
10. **Term Break** – for when students depart the Boarding House at the end of each term.

11. **Weekend - Day or Evening Leave** (part of a weekend day)

- I. If at any time a Boarder is unexpectedly delayed she must phone the Supervisor on Duty on the Boarding House mobile phone number.

12. **Weekend Overnight Leave**– students on overnight leave from Friday evening to Sunday evening with a parent or other adult host.

Weekend Leave

Students need to be organised and have all arrangements in place in Boardingware and approved by Parents and hosts before they are allowed to go on their leave. It can take some time to get the leave approved so it is suggested that the girls aim to get it in with plenty of time to have it cleared.

Weekend leave commences after school on Friday. Boarders are required to return to the Boarding House no later than 8:00pm on Sunday evening.

Leave Conditions

As the College accepts responsibility for the boarders, we require the boarders to make their leave requests on Boardingware well in advance.

- We require the boarders to see and speak to the Supervisor on Duty prior to departure and upon arrival in the Boarding House.
- At no time may a boarder leave the Boarding House without staff permission.
- All Boarders are required to include the name and contact details of the Host on their Boardingware request.
- Hosts must contact the Head of Boarding either by telephone or email prior to the leave to complete a **Host Agreement Form** and confirm leave arrangements.
- Parents are also advised to contact the host family.
- Parents or the Host must see and speak to the supervisor on duty when collecting and returning a student to the Boarding House.
- Student are expected to arrive back at the time stated in their leave request. They are to see and speak to the Supervisor on Duty upon their return.
- All boarders are expected to carry their mobile phone, fully charged and be contactable while on leave. Students are required to take their portable charger/power bank for recharging their mobile while on leave

School Holidays

Every term the Boarding House opens at 12noon the day before College classes start and the Boarding House closes at 12 noon the day after College classes finish.

The boarding house is closed during all school holidays. It is expected that all students will have returned to the boarding house by 4pm the day before college classes commence, allowing time to unpack, settle in and catch up with friends. Special permission must be obtained from the Head of Boarding for late returns. Dinner is served at 6.00pm and it is expected that all students be present.

Property

Boarders are responsible for their own property and are expected to take due care of the Boarding House property

- It is unwise to lend or borrow property, however, when this does happen, the borrower has an obligation to take due care with the item/s.
- It is strongly recommended boarders hand their passport to the Head of Boarding for safe keeping.
- If a boarding house swipe card is lost there is a \$25 fee to obtain another swipe card, payable to the accounts department by cash or EFTPOS. This amount cannot be placed on the school account.
- It is recommended that personal items be covered by the family's own insurance policy.
- A record should be kept of all serial numbers of items such as cameras, laptops, iPads and IMEI of mobile phones. Keep a copy the technology registration form for your own records.
- Parents are responsible for the cost of any wilful damage incurred to boarding house property.

Lost Property

When an item is discovered, it will be placed on the lost property table for students to claim and at the end of term any unclaimed items will be donated to charity. More valuable items such as jewellery will be kept in the Duty Office.



Medical

Medications

Students are not permitted to store medications in their personal areas. Any student returning to school with medication needs to take the medication straight to the staff member on duty.

The medication needs to be handed in along with a signed Authority to Administer Medication form, which will state the medications name, dose, time to be administered and amount handed in. If the medication amount will not last the term, repeat prescriptions must be brought as well and will be filed in the boarding house. Medications will be, stored in a locked medication cupboard, administered as required and recorded in a medication register.

First Aid

All Boarding House staff hold current First Aid accreditation and are trained in the treatment of CPR, anaphylaxis & asthma.

Medical Services

All boarders should have their own Medicare card and private health fund card (if you hold one), or a copy for their own records.

As far as possible, any boarder who has been referred to a specialist should be accompanied by a parent/guardian/carer, at least for the initial appointment.

The boarders can attend North Strathfield Medical Centre for medical treatment and will be supervised, if required, by a staff member. This is a bulk billing practice with both male and female Doctors. In cases of emergencies requiring hospital treatment, students will be taken to Concord Hospital Emergency Department.

Sickbay

If a student is not well enough to attend school, they will not be permitted to stay in their rooms and will stay in Sick Bay near the duty office in the Boarding House. Students who have spent the day in Sick Bay will not be permitted afternoon leave or be able to attend after hours classes.

In the case of a condition of a more serious or infectious nature, the student's parents or guardian will be contacted to discuss appropriate management.

Conditions requiring elective medical or dental treatment should be attended to during the school holidays.

Overseas Students

Overseas students are required to have private health insurance. This is a condition of their visa.

Money Matters

Boarders will need her own debit card for accessing pocket money to purchase toiletries, school supplies or pay for social outings. We do not recommend keeping large sums of cash in the Boarding House.

Behaviour & Expectations

All members of The McDonald College community have the right to enjoy a safe and ordered environment, free of bullying and harassment, where cooperation and interaction are encouraged, individuals are valued, and property is respected. Our aim is to prepare and guide students so that they can lead their lives in a responsible and positive manner as well-rounded and responsible adults.

Our students are encouraged to live together in boarding, work together and to develop a sense of community. They are encouraged to demonstrate qualities of care, respect, tolerance, patience and flexibility that are needed to live in harmony. This entails certain rights, responsibilities and consequences.

Procedures for Dealing with Inappropriate Behaviour

Minor issues are dealt with directly by the supervisor on duty in the Boarding House. These are recorded and reported to the Head of Boarding.

Serious offences are reported to the Head of Boarding who will discuss with the Principal and the Deputy Principal.

The consumption of alcohol, cigarettes, vaping, juuling, any type of drug abuse and the storing of any of these items is not tolerated in the Boarding House and will be dealt with by the Deputy Principal.

Parents and Boarding House staff share responsibility for the students while they are living in the Boarding House. It is important that parents and Boarding House staff work together to ensure consistency in expectations of student behaviour. Parental support and cooperation is greatly appreciated. Parents are encouraged to discuss any concerns with the Head of Boarding.

Discipline

- The College's Discipline policy and procedures extend to the Boarding House with regards to:
 - Unacceptability of any form of corporal punishment
 - Behavioural expectations
 - Levels of sanctions including detentions, suspension and exclusion from the College as set out in the Student Diary and Staff Handbook
- Level 1 and Level 2 discipline matters, as set out in the College Diary, are managed within the boarding house under the guidance and supervision of the Head of Boarding
- Level 3, 4 and 5 behaviours are immediately referred to the Deputy or the Principal for management and decision of consequences
- It is publicly recognised that a strength of The McDonald College is the ability to maintain discipline and deal with disciplinary matters quickly and effectively to ensure that a positive and productive learning environment is maintained for all students.
- It is College Policy that all disciplinary procedures are based on principles of **procedural fairness**.

Procedural Fairness

"Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations;

- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision making;
- an absence of bias by a decision-maker"

The 'hearing rule' and the 'right to an unbiased decision' are integral elements of the College's discipline procedures where suspension or expulsion could be the outcome of disciplinary proceeding.

Discipline System

The College's Discipline policy and procedures extend to the Boarding House with regards to:

- Unacceptability of any form of corporal punishment
- Behavioural expectations
- Levels of sanctions including detentions, suspension and exclusion from the College as set out below:

LEVEL 1: Lunchtime detention/clean-up - issued by Classroom teachers and Heads of Department/Faculty

- Unsatisfactory classwork/homework.
- Disruptive behaviour in class/talking/touching etc.
- Failure to have diary signed.
- Inappropriate use of mobile/electronic device.
- Incorrect uniform/not bringing correct material to class.
- Lateness to class.
- Chewing gum.

LEVEL 2: After-school detention + Letter sent home - issued by the Deputy or Director of Performing Arts or Director of Primary School

- Repeated Level 1 offence (5 times in a term)
- Bullying – including cyberbullying
- Failure to report to a teacher.
- Fractional truancy (1 lesson).
- Public swearing.
- Vandalism, including defacing furniture/property.
- Leaving school grounds without permission.
- Disrespect to a teacher/back-answering/smart comment.
- Failure to attend Performing Arts Performances.
- Contributing to inappropriate behavior through social media

LEVEL 3: Saturday morning/Holiday detention + letter sent home - issued and supervised by the Deputy Principal or Senior Executive

- Repeated Level 2 offence (3 times in a term)
- Verbal abuse to a teacher
- Truancy for more than one lesson.
- Vandalism, repeated and deliberate
- Combinations of the above, eg: Truancy + telling lies.
- Aggressive or threatening behaviour.
- Pattern of unexplained lateness
- Accessing unacceptable files (video, images, text) on personal devices at school
- Taking unauthorised photographs, videos or recordings of students or staff
- Sending or posting messages or images to or about students or staff which are disrespectful, derogatory or inappropriate

LEVEL 4: In-school suspension + Parents telephoned - issued and supervised by the Deputy Principal

- Repeated Level 3 offences
- Smoking at school or at school activities.

- Sexual activity at school or at school activities.
- Stealing.
- Consuming alcohol or showing the effects of alcohol consumption in the boarding house, at school, at school activities or whilst on leave from the boarding house.
- Vaping, juuling, or Illicit drug taking.
- Repeated Truancy.
- Aggressive or threatening behaviour
- Repeated serious Bullying

LEVEL 5: Expulsion Parents will be contacted immediately by either the Deputy Principal or Principal, and asked to collect their child

- Repeated Level 4 offences
- Selling drugs/alcohol/stolen goods

The following additional Discipline areas relate specifically to the Boarding House:

Level 1

- Late back from leave by less than 30 minutes
- Disruptive during Study Time
- Lack of application to study
- Not opening bedroom door during study, so as to been seen clearly from the corridor
- Failure to do rostered kitchen duty or organising a swap
- Late handing in technology

Level 2

- Failing to sign in or out
- Late back from leave by more than 30 minutes
- Talking after lights out or out of bed after hours
- Coming back to the Boarding House during school hours when it is "out of bounds"
- Repeated Level 1 offence (5 times in a term)

Level 3

- Not following College policy regarding travel whilst on leave
- Not following College policy regarding medication
- Repeated Level 2 offence (3 times in a term)

Level 4

- Unauthorised overnight leave

Level 5

- Repeated failure to comply with Boarding House rules and behavioural expectations

Level 1 and **Level 2** discipline matters are managed within the Boarding House under the guidance and supervision of the Head of Boarding. Consequences may include restriction of privileges, such as leave, or imposition of additional duties.

Level 3, 4 and **5** behaviours are immediately referred to the Deputy Principal or the Principal for management and decision of consequences.

It is publicly recognised that a strength of The McDonald College is the ability to maintain discipline and deal with disciplinary matters quickly and effectively to ensure that a positive and productive learning environment is maintained for all students.

Evacuation

The evacuation of the Boarding House will be activated by the staff member on duty

Prepare to evacuate alert: BEEP BEEP sound

Evacuate Tone: WHOOP WHOOP sound

The assembly area for Boarding House students and staff outside of school hours is **The Conference Centre**.

Staff Roles and Responsibilities

Upon hearing the siren, it is the responsibility of staff to ensure that compliance with the following procedures, (by themselves, and students) is adhered to.

Boarding House Staff will:

- Direct the students and visitors to the closest safe exit from the building
- Ensure ALL students, staff and visitors have evacuated the building
- Proceed to assembly area (Conference Centre)
- Check student roll
- Check all signed in staff and visitors are present
- Leave students in the charge of another staff member or a senior student if necessary
- Wait for emergency services and report to emergency personnel if any student, staff member or visitor is missing or if all students, staff members and visitors are present
- Notify a member of the College Executive that the Boarding House has been evacuated and await instructions as to whether the College's Critical Incident Policy is to be activated

Immediate staff responsibility is the safety of all students in the buildings.

Student Responsibilities

All students in the Boarding House are required to follow the directions of the Boarding House Staff when an evacuation is necessary. Senior students should assist the younger students to evacuate quickly and safely to the designated assembly points.

Fire Alarm

Markham House is fitted with a Fire Alarm system that is connected to the Fire Station. A false alarm can be triggered by a number of causes, these include:

- Burnt toast
- Burnt food in the oven or microwave
- Appliances such as hair dryers causing fumes to rise to the sensor
- Candles/incense sticks
- Aerosol cans of deodorant and hair spray.

All these causes of a false alarm are AVOIDABLE.

If a student causes a fire alarm that is avoidable, the call out cost charged by the fire brigade will then be recouped from the parents of the student/s involved. At present the cost is approximately \$1850 per visit.

Fire Evacuation procedures are practised every term.

Security

The College procedures for security of students, buildings and facilities, applies to the safety and security of the Boarding House. This includes back-to-base alarms, fire alarms and 24 hours security patrols of the premises.

The following relate specifically to the Boarding House:

Access

- The main student and parent access to the boarding house is on Level 1 from the Performing Arts floor
- Additional entries are through the Fire stairs to George St and the College Drive and through the foyer on the ground floor
- Access through the external doors and fire stairs is controlled by a swipe card
- Exiting the building in an emergency does not require a swipe card
- Under no circumstances are students, staff or parents permitted to prop open either the building doors or the coded doors on the first floor

Closed Circuit television

- The Boarding House is fitted with a closed-circuit television system which operates 24 hours a day, all year.
- CCTV cameras are situated in the corridors and covering the entrances and exits of the boarding house
- The Principal, Deputy Principal, Business Manager, Head of Boarding, IT Manager and IT Assistant are the only staff who can access and review the Boarding House CCTV stored footage. Any other staff requesting access must have permission of the Principal or Deputy Principal.
- Students and parents are reminded of the presence of CCTV cameras in the boarding house and that they are regularly monitored by staff – including non-boarding staff.

Alarms

Boarding staff on duty are responsible for ensuring the Boarding House is properly alarmed each evening and the alarms turned off each morning

The building alarm is set each evening once the students have returned from leave.

The building alarms are turned off each morning at 6am.

Access to boarding house by boarders during the school day

Boarders are required to have left the boarding house by 8.20am unless:

- They have previously reported to the boarding staff member on duty that they are unwell
- They have authorised leave from classes and all leave arrangements are finalised and authorised by the Head of Boarding.

Boarders are not permitted to enter the boarding house during the school day unless;

- They have reported to the College office to sign out
- The Office has confirmed with the Head of Boarding that a staff member is present in the boarding house to supervise them

Access to the roof and deck

Deck access

- While on the deck students MUST NOT sit, climb or walk on the ledge surrounding the deck area

Roof Access

- Students and staff are NEVER permitted to have access to the roof
- The door to the roof has been fitted with a screamer alarm
- The door to the roof is to remain locked at all times.

- No Boarding Staff are permitted to open the door to the roof under any circumstances
- The Head of Boarding will regularly check (at least weekly) that the door is locked
- The Business Manager and the Admin – Property Assistant are the only staff permitted to open the door to the roof

Student Leadership

The McDonald College boarding house has a **Boarding House Council**. The Boarding House Council is the students' direct voice to the Principal.

Boarding House Council

- Elected at the commencement of each year by all boarders
- The Boarders' Council meet with the Principal at least once a month to discuss any issues any boarder wishes to raise. Matters raised and discussed at these meetings may include provision of meals, the amenity of the boarding house or any matter considered important by students.
- If appropriate the Head of Boarding may be invited to attend a meeting of the Council and the Principal.
- The Principal chairs each meeting and in consultation with the Council explores the issues and the best resolution to any issues.

Study

The College's Homework policy and practices as in the *Student Information Booklet* apply to all boarding students

In addition:

Boarders have regular scheduled homework periods Monday – Thursday evenings from 6:45pm – 8.15pm.

All students on level 2 and 3 study in their rooms at their own desks, with their door open, to maximise their capacity for effective study. The Boys move to the level 2 common area and sit at the table.

During this time TV, recreational activities and use of electronic devices (other than used for the completion of homework) are not permitted.

After supper, senior students are encouraged to continue with homework and study. This is a quiet time in the boarding house when all students are expected to respect the needs of others for study or sleeping.

Boarders are encouraged to set aside time on the weekend to complete any outstanding homework.

There is no formalised homework time on the weekend.

Travel

Parents should set up an account with a car service at the beginning of the school year to enable your child to travel safely to and from the boarding house after dark.

These services include:

Shebah (All Women Drivers – All drivers have WWCC), <https://shebah.com.au/>

Kabs4Kids (All drivers have WWCC) <http://studentconciergeservices.com.au/student-transport/>

Omnicar <https://www.omnicar.com.au/>

Uber <https://www.uber.com/au/en/>

Train / Bus

Students are not permitted to travel on trains or buses after dark unless accompanied by an adult.

If students had planned to return to boarding by train and are delayed to after dark they must:

- Phone the boarding house to notify the supervisor on duty
- Return to the College by taxi or private car service at the students' own expense.

Taxi/ Private car service

When possible, students should not travel alone in a taxi.

If travelling alone, it is recommended the student sit in the back seat of the taxi, on the passenger side of the vehicle.

Cab charges are no longer available to boarding students.

Students are responsible to pay for their own taxi fare.

Private motor vehicle

Students are not permitted to travel in a motor vehicle driven by a 'P' plated driver unless that driver is an immediate family member of the student.

Students must only travel in a motor vehicle nominated on the Host Form.

Students must only travel in a motor vehicle driven by the nominated driver on the Host Form.

The Head of Boarding will gain permission from parents for times when boarders need to be taken to appointments. In that case the boarder will travel in the back seat of the car.

Changed circumstances

Should circumstances change while a student is on leave (eg the nominated driver becomes ill) and a change in travel arrangements is required the host must contact the supervisor on duty to discuss alternative arrangements

The Supervisor on Duty will authorise any necessary alternate travel procedures.

Beginning and End of Term Travel

- If students are travelling to and from the College at the beginning or end of term by plane or country trains, parents will provide the College with details on Boardingware advising how they expect students to travel to and from the airport or station.
- The College recommends that Years 7 to 9 students travel by Private car service.

Visitors

As a courtesy to staff and other students in the boarding house please call the supervisor on duty M:0459 882 867 before you enter the house. All visitors must sign in at the Duty Office upon arrival at the Boarding House and sign out on departure. All visitors must depart the boarding house by 5.50pm.

There is an open house policy on the first and last day of every term to assist your daughters with their luggage.

During the term, male visitors are permitted to wait at the duty office or visitors lounge, to protect the privacy of all boarders.

Boarders may have visitors after school. All visitors must gather and hang out with the boarder on Level 1 in the common areas. There are to be no visitors in the boarders private bedrooms. Boarders are expected to introduce their visitor to the Supervisor on Duty and sign them in and out in the Visitors' Book. Friends may be invited to a meal by arrangement with the Head of Boarding.

Year 12

Year 12 students are expected to be able to manage a healthy and well-balanced combination of study and leisure using personal decision-making and organisational skills to enable them to live within the Boarding House in an independent and reliable manner. However, help and assistance is always readily available in the form of guidance and pastoral care. We aim that by the time they leave The McDonald College, our boarders will be independent, firmly assertive young individuals who are well able to make balanced judgments in life. All year 12 boarders are expected to provide a strong and positive role model for the younger boarders.

Year 12 boarders are required to have vacated the boarding house by the Sunday after the completion of the HSC exams. During the HSC Exam period Year 12 students are required to adhere to all Boarding requirements despite having already graduated from the College.