

# BOARDING HOUSE HANDBOOK 2010



St Catherine's School



# Contents

Boarding at St Catherine's School	3
Key Dates	4
Contacts	6
Daily Routine	9
House Activities	11
Personal Outings and Visits	11
Day Outings	12
Transport	13
Boarders' Welfare	14
Student Support Services for International Students	15
Medical Needs	17
Practical Matters	18
Facilities in the Boarding House	20
Our Community	21
Guardianship	21
School Map	23



Welcome to St Catherine's School. This handbook will provide you with information relating to your stay at the Boarding House.

Information can change, such as dates, staffing and other features related to a specific School year.

Parents are encouraged to check the Parent Portal for up-to-date information. [www.stcatherines.net.au/Login.aspx](http://www.stcatherines.net.au/Login.aspx)

# Boarding at St Catherine's School

Since the School's establishment in 1896, boarding has been an integral part of life at St Catherine's School.

Boarding at St Catherine's provides your daughter with a realistic view of the world, giving her unparalleled opportunities for sporting, cultural and leisure activities. The setting provides for intellectual, social, emotional and moral growth, so that when she leaves us she will have the skills and confidence to be a caring, competent and confident young woman, able to enjoy and contribute fully to the world around her.

Boarders in St Catherine's School make a difference. At the end of the School day when classes are over, boarders and boarding staff keep the campus alive. Within the secure, caring and happy environment of the Boarding House your daughter will be valued for her individual contribution and will be encouraged to be involved in every available activity within and outside the School.

Becoming part of a close and happy community, Boarders develop lifelong friendships. Your daughter will be encouraged to use her strengths and talents for the benefit of the community, whether family, school or the wider world.

Staff in the Boarding House actively encourages personal development where self realisation, challenges and self esteem are nurtured to create growth and confidence.

Boarding life enables us to educate the whole person for the wider world, ensuring your daughter's awareness of the needs of others with respect for different backgrounds and opinions and a sense of responsibility, by sharing duties and taking a lead or supporting others.

Boarding also enables your daughter to develop her intellectual, physical and creative potential and her emotional and spiritual understanding.

We understand the sacrifices that are made by you, as parents, both financially and emotionally, in order to give your daughter the educational and social advantages of a boarding school education. Boarding House staff recognises that a partnership between the School and home is invaluable in achieving academic, social and personal potential. Equally, the duty of care St Catherine's School has for the welfare of each boarder is at its most effective when carried out in partnership with home.

As parents, you are encouraged to contact the Director of Boarding Services or Boarding House staff to discuss any issues, worries, or concerns you may have regarding your daughter or her boarding experience at St Catherine's School.

We value and respect the trust placed in us by you and hope that the boarding experience provided by the St Catherine's School community is a happy and memorable one for you and your daughter.

*Mrs Sue Collister*

**Director of Boarding Services**

# Boarding House key dates

## TERM 1

Wednesday 27 January	Boarding House opens at 3.00pm for Year 12 boarders only
Thursday 28 January	Year 12 depart for camp 9.00am
Friday 29 January	Year 12 Camp returns 7.00pm
Sunday 31 January	Boarding House opens for all students from 1.00pm All new boarders in by 5.00pm
Monday 1 February	Year 7 Students begin Term 1 All new Year 8 – 11 students begin New boarders meeting at 3.00pm Boarder's Parents' Cocktail Party 5.00pm
Tuesday 2 February	All Senior School Students begin 8.30am
Sunday 7 February	New Boarders' Melbourne Orientation Day
Friday 12- Sunday 14 February	Closed Weekend (all boarders stay in House)
Friday 5 March	Labour Day Long Weekend begins 4.00pm (Boarding House remains open)
Monday 8 March	All boarders to return by 6.00pm
Friday 26 March	Term 1 ends 1.00pm Boarders' Parent Teacher interviews at 1.30pm Boarding House closes for all boarders 4.00pm

## TERM 2

Sunday 11 April	Boarding House opens for all boarders 1.00pm
Monday 12 April	All boarders return by 5.00pm Boarders' Forum 5.00pm
Tuesday 13 April	Term 2 School commences 8.30am
Sunday 25 April	ANZAC Day
Monday 26 April	ANZAC Day Public Holiday (Boarding house open)
Friday 11 June	Queen's Birthday Long Weekend begins 4.00pm (Boarding House open)
Monday 14 June	All boarders to return by 6.00pm
Friday 25 June	Term 2 ends 1.00pm Boarding House closes 4.00pm

### **TERM 3**

Sunday 11 July	Boarding House opens for all boarders 1.00pm
Monday 2 July	All boarders return by 5.00pm Boarders' Forum 5.00pm
Tuesday 13 July	Term 2 School commences 8.30am
Friday 10 September	Term 3 ends Boarders' Parent Teacher interviews 1.30pm Boarding House closes for all boarders 4.00pm

### **VCE PRACTICE EXAMS**

Tuesday 28 September	Boarding House open for VCE Practice Exams at 3.00pm
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### **TERM 4**

Sunday 3 October	Boarding House open for all boarders 1.00pm
Monday 4 October	Term 4 starts for VCE Unit 4 students All boarders return by 5.00pm Boarders Forum 5.00pm
Tuesday 5 October	School commences 8.30am
Monday 1 November	Mid-term break (Boarding House open)
Tuesday 2 November	Mid-term break (Boarding house open)
Wednesday 8 December	Term 4 ends Senior School Awards Night 6.00pm
Thursday 9 December	Boarding House closes 4.00pm

# Contacts

## STAFF

Your daughter is cared for by the members of an enthusiastic and committed Boarding House staff who aim to provide the emotional and social support that she may need. The staff seek to understand the individual needs of each girl. We work together with you, the parents, to provide the best possible environment for your daughter's home away from home.

The Boarding House staff members communicate daily with the Day School to further support the needs of each boarder.

## DIRECTOR OF BOARDING SERVICES

Mrs Sue Collister

T: (3) 9828 3074      E: [scollister@stcatherines.net.au](mailto:scollister@stcatherines.net.au)

**Deputy Head:** To be confirmed

## Senior Boarding House Staff

Ms Sarina Keam

Ms Yvette Alway

Ms Debra Pearman

Ms Leah Stamm

## Junior Boarding House Staff

Ms Katherine Beatty

Ms Jessica Parker

## **ILLAWARRA: YEARS 7–12**

Illawarra was built in the 1880s, and is leased to St Catherine's School by the National Trust. In 1997 this magnificent mansion was fully restored. Facilities for boarders include homely bedrooms sleeping 1 to 6 girls, in which your daughter will have a single bed, wardrobe with lockable drawer and chest of drawers. Spacious study areas and common rooms with colour televisions and lounge chairs provide your daughter with excellent recreational and study facilities.

Your daughter may prepare snacks and weekend breakfasts in the kitchen. Full laundry facilities are provided. The Dining Room is situated in Illawarra House and girls share breakfast and dinner together.

In Illawarra House your daughter will be encouraged to create an individual atmosphere in her bedroom with posters, photographs, favourite cuddly toys, books and ornaments to provide her with a 'home away from home'.

## **SHERREN HOUSE: YEAR 12 ONLY**

In 2010 seven Year 12 boarders and a Boarding House staff member will be located in a small wing of Sherren House. This wing, located in the south western corner of Sherren House, has recently been renovated and provides individual bedrooms, a large bathroom with laundry facilities and a small kitchenette.

The Year 12 boarders in Sherren House will be required to attend breakfast in Illawarra each morning. The boarding area of Sherren House will be closed from 8.15am to 3.15pm. The only exception to this will be Wednesdays when Sherren House will be open to Year 12 boarders from 2.00pm. At no time will boarders be allowed to visit Sherren House during the School day and **no** day girls are permitted in Sherren House unless the Director of Boarding Services or a member of Boarding House staff is present.

If a Year 12 boarder has study periods in period 1A and 1B she may work in Illawarra. She may also return to Illawarra once all her School commitments for the day have been completed until Sherren House re-opens.

It is very exciting to be able to offer this outstanding facility to some of our Year 12 boarders. If any Year 12 boarder is unable to abide by the above rules, however, then this will be considered a very serious breach of School rules and will be reported to the Principal.

## **SCHOOL DAY ROUTINE FOR BOARDERS IN 2010**

There are many advantages to being a boarder at St Catherine's School. Living adjacent to the School there is no need to travel long distances in order to be at School to participate in the broad co-curricular program that is offered. During 2009, many of our boarders participated fully in the musical, sporting, debating, dramatic and community service life of the School. It is our aim in 2010 to fully integrate all members of the Boarding House into the full life of the School. In order to achieve this goal there will be some significant changes to the operation of the house during the week. Boarders will be expected to fulfill the same obligations as the day girls.

All boarders will need to leave the Boarding House by 8.20am each morning. Before they leave they will need to pack their School bag with all their School books for the day and collect their morning tea from the Dining Room. The Boarding House will be closed to all boarders in Years 7-11 until the end of the School day. Lunch will be collected from the tuckshop between 1.10pm and 1.45pm. Boarders in Year 12 will be able to remain in the Boarding House if they have study periods in 1A and 1B and will be able to return to the House when all their School commitments are completed for the day.

Boarders who are sick will be treated in the Boarding House as customary, however, if a boarder becomes sick during the day she must first attend the Health Centre in Sherren House and the School Nurse will contact the Director of Boarding Services.

## HOME – STUDENT CONTACT (BOARDERS)

### **Telephone**

Telephones are provided for students to make and receive calls. After 9.30pm, telephone calls are only to be made in the case of extreme urgency.

Students are permitted to have mobile phones in the Boarding House, but their usage is restricted - they are not to be used during study time or after lights out.

### **Outgoing Calls**

Outgoing calls can be made on the phones in the House and phone cards will need to be purchased for mobile and long distance calls. Local, national and international calls can be made from these phones. It is suggested that a 'Homelink' account, available through Telstra, be established to allow calls home to be charged to your home account.

Parents can leave messages by contacting the Boarding House staff directly on 9828 3074. In the case of an emergency, this phone can be used by students to call home.

### **Mail**

A daily mailing service operates for the Boarding House. Students are required to provide their own stamps. Mail to boarders should be addressed as follows:

Name of Student  
Boarding House  
St Catherine's School  
17 Heyington Place  
Toorak VIC 3142  
Australia

### **Email & Internet**

Illawarra House and Sherren House are fully networked for accessing email and the Internet. An individual email address is supplied to each girl to encourage contact with parents, family and friends. (Refer also Electronic Resources Policy)

### **Newspapers**

Copies of *The Age*, *The Australian* and the *Herald Sun* newspapers are delivered to the Boarding Houses each day.

# Daily Routine

7.20am	Rise
7.30am	Breakfast Illawarra House
8.20am	Depart House for School
3.20pm	Return to Illawarra or Sherren House

## MEALS

Meals prepared and served are nutritious and varied. Special dietary needs are catered for. The meals are of an excellent standard and we encourage the girls to try a wide variety of food. Morning and afternoon tea are also provided. A selection of fresh fruit is always available.

Breakfast and dinner are served in the dining room at Illawarra House. At the weekend lunch is also served at Illawarra.

All boarders must attend breakfast and are expected to attend all other meals unless they are ill and has permission from the Boarding House staff on duty to remain in her room. Girls are expected to dress neatly and wear footwear to all dining room meals.

Appropriate dining etiquette must be observed at all times whilst in the dining room.

### *Monday to Friday*

Breakfast	7.00am-8.20am
Lunch (collected from the School Tuckshop)	1.10pm
Dinner	6.00pm

### *Saturday and Sunday*

Breakfast	until 11.00am
Lunch	12.30pm
Dinner	6.00pm

## STUDY TIMES

Study time must be a quiet time when each girl can concentrate on her work. Girls learn from each other and your daughter will be encouraged to seek help from her peers or the senior students in the Boarding House. When faced with an academic problem, your daughter may need to work in conjunction with others or seek assistance from the tutorial staff.

If only a small amount of homework is set and is completed before the end of study time, your daughter should use the time remaining to do revision or read quietly.

All girls are expected to be either at their desk or in the Tutorial room for the duration of their designated Prep time. The Nicholas Library will again be opened in the evenings for students to use during study time during Term 4. A detailed timetable will be given to the girls at the start of the School year.

Study time will be under the supervision of Boarding House staff. Staff are trained in a variety of disciplines, and boarders are encouraged to seek assistance and advice as appropriate.

Allocated study times (Prep)

Years 7 & 8	6.45pm-7.45pm
Year 9	6.45pm-8.00pm
Year 10	6.45pm-8.30pm
Years 11 & 12	6.45pm-9.00pm

## BED TIMES

### *Sunday to Thursday*

Year 7	9.00pm in bedrooms Lights out 9.30pm
Year 8	9.00pm in bedrooms Lights out 9.30pm
Year 9	9.30pm in bedrooms Lights out 10.00pm
Year 10	9.30pm in bedrooms Lights out 10.00pm
Year 11	10.00pm in bedrooms Lights out 10.30pm
Year 12	10.30pm in rooms Girls may continue to study quietly in their rooms

### *Friday and Saturday nights*

On Friday and Saturday evenings the girls in Illawarra House may have a late night to watch television or a video. Junior Boarders Years 7 - 10 must be in bed with lights out by 11.00pm.

Senior Boarders Years 11 - 12 must be in their rooms with lights out at 11.30pm.

# House activities

## MELBOURNE ORIENTATION DAY FOR NEW BOARDERS - 7 FEBRUARY 2010

On Sunday 7 February a special day has been arranged for all new boarders. The aim of this day is to acquaint the boarders with the local facilities in Toorak and to visit the City of Melbourne. The Captains of the Boarding House for 2010 will assist in the running of this day.

## CLOSED WEEKEND (COMPULSORY): 12-14 FEBRUARY 2010

There is a closed weekend at the beginning of Term 1 when all boarders remain in the Boarding House to take part in team activities. This gives everybody an opportunity to get to know all the other boarders.

## SOCIALS

During Term 3 the girls in Years 9 to 12 invite boarders from selected schools to participate in Boarding House Socials. The staff on duty supervise socials. St Catherine's boarders in Years 9 to 12 are invited to attend socials at Melbourne Grammar, Scotch College, Caulfield Grammar and Xavier College. In these instances, girls wishing to attend such functions travel by taxi.

# Personal outings and visits

Your daughter will be encouraged to learn to organise her free time, especially at weekends. We encourage the girls to take full advantage of the rich cultural life Melbourne offers. As your daughter progresses through the School, she is given increasing levels of freedom and responsibility.

To help our staff ensure the security of your daughter, a number of important procedures and rules for outings must be followed:

*Any boarder who does not comply with these guidelines will, in the first instance, receive a warning and second and subsequent offences will incur restrictions on leave arrangements (as determined by the Director of Boarding Services).*

## VISITORS' LIST

Your daughter may visit relatives and friends during the year.

At the start of each year, you are asked to supply the contact details of relatives and/or friends with whom your daughter may visit. This enables our staff to confirm your daughter's outings. You will be contacted if your daughter wishes to visit people not specified on her Visitors' List.

## WEEKEND ARRANGEMENTS SHEET

It is a requirement that your daughter complete a weekend arrangement sheet by Thursday each week, specifying her intention to either remain in the Boarding House, go home or out with family, or friends.

## OVERNIGHT STAYS

You will be contacted prior to overnight stays and visits if your daughter has nominated a host not specified on her Visitors' List. If the host is on her Visitors' List then only the host will be contacted.

Requests for permission to stay outside the Boarding House should be recorded on the Weekend Arrangement sheet no later than 9.00am on Thursday morning.

It is helpful if you phone or email the Boarding House once you are aware of your daughter's weekend plans.

It is understood that there will be occasions when your daughter will be invited out at the last minute. The staff on duty will confirm these arrangements with you, or your daughter's guardian and the host. In the instance where you, the guardian and/or host cannot be contacted, your daughter will be required to stay in the Boarding House.

## Day outings

Our boarders may visit local shopping areas after School and during the weekend.

Before departing your daughter must request leave permission from the staff member on duty and record details of her outing in the Daily Mark Out Book. Staff will initial each outing prior to your daughter leaving the Boarding House. Your daughter must report to staff upon her return to the Boarding House.

### YEARS 7 AND 8

Girls may go to Toorak Village in groups of two or more, once a week from Monday to Thursday, returning by 6.00pm or before 5.30pm during the winter.

To encourage a responsible study regime during prep time, your daughter may not go out in the evenings during the week, unless it is when you are visiting Melbourne, to celebrate her birthday or a very special occasion. Your daughter must return to the Boarding House by 8.30pm.

On weekends, Years 7 and 8 girls who are out with family or friends for the day must be back in the Boarding House by 9.00pm.

### YEAR 9

Year 9 girls may go to Toorak Village, Kooyong and Chapel Street in groups of two or more, twice a week from Monday to Thursday, returning by 6.00pm for dinner or before 5.30pm during winter.

To encourage a responsible study regime during prep time, your daughter may not go out in the evenings during the week unless it is when you are visiting Melbourne or to go to the Theatre, a restaurant on a designated Boarding House outing, to celebrate her birthday or a very special occasion. Your daughter must return to the Boarding House before 9.00pm.

On weekends, Year 9 students who are out with family or friends for the day must be back in the Boarding House by 9.30pm.

## YEAR 10

Year 10 girls may go to Toorak Village, Kooyong, Chapel Street and the city in groups of two or more, twice a week, from Monday to Thursday, returning by 6.00pm for dinner or before 5.30pm during winter.

To encourage a responsible study regime during prep time, your daughter may not go out in the evenings during the week unless it is when you are visiting Melbourne or to the Theatre or restaurant on a designated Boarding House outing, to celebrate her birthday or a very special occasion. Your daughter must return to the Boarding House before 9.30pm.

On weekends, Year 10 girls who are out with family or friends for the day must be back in the Boarding House by 10.00pm.

## YEARS 11 - 12

Years 11 and 12 girls may go to Toorak Village, Kooyong and Chapel Street alone and must return by 6.00pm.

Your daughter may go to the city in groups of two or more and must return by 6.00pm.

To encourage a responsible study regime during prep time, your daughter may not go out in the evenings during the week unless it is when you are visiting Melbourne or to the Theatre or a restaurant on a designated Boarding House outing to celebrate her own birthday or very special occasion. Your daughter must return to the Boarding House before 9.30pm.

On weekends, Years 11 and 12 girls who are out with family or friends for the day must be back in the Boarding House by 11.00pm.

Boarders, who, on special occasions, wish to attend social functions, parties or evening entertainments finishing too late to allow them to return to the Boarding House, are requested to arrange approved overnight accommodation.

This arrangement will be made with a host approved by you, or your daughter's guardian, in consultation with the Boarding House staff.

## Transport

Tram and train routes are located close to the School.

Your daughter may use public transport during the day, but must not do so in the evening. When travelling to an appointment or going out in the evening and returning later than 6.00pm, your daughter **must** travel by taxi. School Cabcharges will only be given out for medical or school arranged appointments. All boarders will need to organise a Cabcharge Card for all other taxi use. This will enable your daughter to use taxis without using cash. A bill will be sent to your home address directly from the Cabcharge company.

Melbourne's public transport system requires a ticket when travelling and this can be purchased from many outlets in Toorak Village or from the train station directly. If your daughter needs to attend the doctor or another medical practitioner and a taxi is used, the taxi fare will be charged to the Boarder's account.

# Boarders' Welfare

## VISITORS

It is important to establish a warm environment in the Boarding House. Parents and guardians are always welcome to visit the Boarding House before 9.00pm.

Your daughter will be encouraged to invite visitors to the Boarding House after School and at weekends and may, with prior arrangement, invite them to meals.

Boarders may invite classmates or female friends from home to stay overnight at the Boarding House on a Friday or Saturday night. We ask that the visit is discussed with the Director of Boarding Services prior to arrangements being made. Requests will be approved by the Thursday prior to the visit.

Boys may visit the Boarding House but must remain in the common room areas on the ground floor. As a courtesy, and for security reasons, it is vital that the Boarding staff on duty be informed of any visitors to the Boarding House.

Your daughter will be asked to introduce her visitor to the staff member on duty and sign her visitors in and out in the Mark Out Book. Unless there has been a prior arrangement for an overnight stay, visitors must leave the Boarding House by 6.00pm on Sunday to Thursday and by 9.30pm on Friday and Saturday.

## SCHOOL GUIDELINES

While we view our Boarding Houses as a home for boarding students, the rules and policies of St Catherine's School apply at all times. Smoking is not permitted anywhere on the School campus. Theft and bullying will not be tolerated. Use of alcohol and drugs is regarded as a serious offence which may result in dismissal.

The welfare of our students is the concern of all staff. There is close liaison between the Deans of each year level, the Director of Student Wellbeing, the Director of Boarding Services and the International Student Coordinator to ensure that your daughter receives appropriate care and consideration.

The whole School pastoral care program places your daughter in a form group, a year level and a House group. Within these groups, she will work and play with others and your daughter's individual achievements wherever possible will be acknowledged.

In addition, our International girls are cared for by the International Student Coordinator, who facilitates communication between the members of each teaching team and with the Director of Boarding Services.

# Student advice and support services for international students

## ORIENTATION PROGRAM

The Coordinator of International Students in conjunction with the Director of Boarding Services and the Year Level Dean has overall responsibility for the academic, social and emotional welfare of all International Students.

The Coordinator of International Students organises a comprehensive orientation program which includes:

- An initial introduction to the Form Teacher who will have responsibility for your daughter's daily pastoral care
- An introduction to a student 'buddy' who will guide your daughter through the daily timetable and make the necessary introductions to staff and other students
- Briefings on the opportunities available for extra curricular activities and how to take part, as well as interviews with Form Teachers to discover your daughter's interests
- Follow up interviews to establish that your daughter is well settled and that her needs are being met
- Communicating with you, or your daughter's guardian to give and receive feedback.

## COUNSELLING IN STUDY SKILLS

An initial assessment of your daughter's English language skills is made by the International Student/ESL Coordinator who oversees the ESL program at the School. ESL teachers provide specialist ESL classes at all levels in addition to individual/group support in many areas of the curriculum. Specialist Science/ ESL support tutorials are provided for Years 11 and 12 international students.

Subject teachers guide your daughter in developing the skills she will need for success in her subjects. Study guides are published for each Unit and teachers offer individual tuition to assist your daughter if required. Teachers are available to answer your daughter's questions or to discuss her concerns.

The International Student/ESL Coordinator and the Academic Dean maintains an overview of your daughter's progress and may convene meetings between relevant staff to address particular needs of individual students as they arise.

The Director of Student Wellbeing has a central role in supporting students and in assisting staff to cater for individual student needs.

The Careers Adviser takes girls from Years 10 to 12 through a guided exploration of the careers available, helping her to establish careers that link with her interests and skills. Your daughter will also receive information, advice and assistance in applying for tertiary places in Australia and around the world.

## GRIEVANCE POLICY FOR INTERNATIONAL STUDENTS

In accordance with the recommendations set out by the Department of Education and Training, St Catherine's School has adopted the following policy for resolving the grievances of International Students.

The Director of Student Wellbeing is nominated as a disputes officer. If a matter is not resolved on an individual basis, it is considered by a panel in an informal and conciliatory atmosphere. This panel may be made up of staff members from different areas of the School including academic, boarding and administration.

This is similar to our policy for domestic students, apart from the provision of an external review panel, recommended by the Department of Education and Training in cases where a dispute is not satisfactorily resolved.

In the event of an unresolved dispute, further assistance may be sought from:

Dispute Settlement Centre Victoria, 235 Queen Street, Melbourne VIC 3000  
Telephone 03 9603 8370

## BOARDING CAPTAINS

Boarding House Captain 2010: Ashika Lathif  
Boarding House Vice Captain 2010: Monique Watson

At the end of each year a Boarding Captain and Vice Captain are nominated and elected from our Year 11 Boarders by their peers in Years 7-12. These students are elected to provide leadership in the Boarding House for the following year. They are expected to lead by example and undertake specific tasks, including the preparation of agendas for meetings, the organisation of social events for the boarders and assistance to boarding staff when required.

In keeping with the School's policy on student expectations and behaviour management, students who are disciplined may still be eligible in the future to hold positions of leadership in the School.

# Attending to our boarders' medical needs

A Medical Details Form must be completed by parents before your daughter can enter the Boarding House.

Medical attention is always available. When necessary, staff will accompany your daughter to the doctor; otherwise she will travel by taxi. Unless it is an emergency, medical appointments should not be arranged during class time.

A two bed sick bay has been established in the Boarding House, however, if it is considered necessary by the School Nurse or attending doctor, parents or guardians of unwell students may be asked to arrange for the student to recuperate at home or in the care of their guardian.

In the case of an emergency, your daughter will be taken to Cabrini Private Hospital in Malvern, Epworth Private Hospital in Richmond or the Alfred Hospital in Prahran. All these hospitals have 24 Hour Accident and Emergency Departments. You or your daughter's guardian will be contacted.

## **PRESCRIBED OR MEDICAL DRUG USE IN THE BOARDING HOUSE**

Safety is paramount in the Boarding House. All medication with the exception of asthma medication, insulin for diabetics and epileptic medication must be given to the School Nurse or Deputy Head of Boarding on entering the Boarding House.

Medication is not to be held by a student in the Boarding House except under exceptional circumstances (as listed above) or where a private arrangement with you (the parents) your daughter's guardian, School Nurse and Deputy Head of Boarding has been approved.

All boarders are asked to sign an agreement whereby they agree not to accept medication from other boarders or have medication in their possession. This agreement is also to be signed by you or daughter's guardian each year.

## **CHEMIST ORDERS**

Boarders may order essential medical items only, such as prescription medications. These are delivered to the School from our Chemist.

Parents will need to open a personal account to enable their daughter to purchase other items (eg. film and processing, make-up, gifts) from the Chemist.

We recommend girls purchase their toiletries from the supermarket. There is a Woolworth's Supermarket located in Toorak Village which is within walking distance of the School.

## **DENTAL APPOINTMENTS**

Dental appointments can be arranged by the Boarding House staff. Dental appointments should not be made during School hours. If required, a staff member will accompany your daughter. Otherwise they will travel to and from their appointment by tram or taxi.

## HELPFUL MEDICAL CONTACTS

### *Medical practice:*

Toorak Medical Centre  
621 Malvern Road  
Toorak  
Telephone (+ 61 3) 9826 8437

### *Chemist:*

C Wallis & Sons  
426 Toorak Road  
Toorak  
Telephone (+61 3) 9826 1211

# Practical matters

## PERSONAL ITEMS

Each girl is encouraged to plan her own casual wardrobe, recognising that hanging space is limited. **Please keep clothing to a minimum.**

Clothing should be **named** and kept in a good state of repair. We ask that you provide extra **nametags** for new purchases.

Personal toiletries and a laundry bag are also required.

Incense or candles are not permitted in rooms for safety reasons.

## UNIFORM

Uniform requirements and information regarding the Uniform Centre has been provided in the orientation package provided on orientation day.

## RECREATION

All girls need to bring bathers and towel, sportswear and a drink bottle for recreational activities.

## LINEN

Flat sheets and towels are provided. We require boarders to have their own pillows, doona and doona cover. Please note that for safety reasons, electric blankets are not permitted in the Boarding House.

## OPTIONAL ITEMS

- Alarm Clock
- Hair Dryer
- Personal Stereo / Radio
- Drinking mug (optional)
- Extra name tags
- Shoe cleaning kit
- Coat hangers
- Umbrella

## **ELECTRICAL EQUIPMENT**

Girls may have radios, iPods and CD players (with head phone attachments) but in the interest of all boarders, we request that they not be played during study time or after bedtime. At all other times we ask that the girls remain sensitive to the others in the Boarding House by keeping volume levels to a minimum. Girls who abuse this privilege will have their equipment confiscated. Headphones must be used during quiet times for listening to music. Our international boarders are asked to purchase Australian appliances to comply with the electrical requirements in the Boarding House.

## **BOARDERS' BANK**

The School operates a bank for boarders. A suggested amount to deposit for Years 7, 8 and 9 is \$100.00 per term. In order to give girls in Years 10 to 12 an understanding of money management, it is suggested parents open a debit card account for their daughter that operates as an ATM debit card.

There are branches of the four major Australian banks – Westpac, Commonwealth, ANZ and NAB – located in Toorak Village. All the banks and the supermarket have ATM access.

## **SECURITY AND INSURANCE**

Your daughter is responsible for looking after her personal items in the Boarding Houses and around the School campus.

Each girl has a lockable bedside table and a lockable wardrobe and she is welcome to place small valuable items in the Boarding House safe. Please provide three small padlocks with keys. One key is kept in the Boarding House office and your daughter retains the other.

Please note that the School's insurance policies do not cover loss, theft or damage of personal effects and no responsibility can be taken by the School in such an event. We encourage you to make arrangements to ensure that your daughter's valuable items are insured.

## **COMPUTER EQUIPMENT**

All St Catherine's girls in Years 5 to 12 are required to have a notebook computer for use in classes and for homework. All computers are leased from the School, details available through the School's ICT Department. Girls are encouraged to use their notebooks in the Boarding Houses, where wireless internet connections, as well as printing and photocopying facilities are provided.

# Facilities in the Boarding House

## TELEVISION

Television is available after school and from the end of Prep until bed time in the evening in Illawarra. During the week (Sunday - Thursday), the television is turned off at 9.00pm for Years 7 – 10, at 9.30pm for Years 11 and at 10.00pm for Years 12. Programs scheduled during study, dinner or after bedtime, may be recorded on the video recorder for viewing at a permitted time.

## PANTRY

Tea making facilities are available in the pantry in Illawarra House and Sherren House where your daughter can store and refrigerate her own snack foods. The pantries are stocked with tea, coffee, sugar, milk, Milo, dry and sweet biscuits, dried fruit and nuts, cheese and yoghurt.

Illawarra House has a fully equipped kitchen for the girls' use.

## PERSONAL LAUNDRY

Fully equipped laundries are available in the Boarding House for your daughter to wash her clothes. Soap powder is provided. Each girl must take responsibility for washing put into the machines. When the cycle is complete, your daughter is expected to remove her washing from the machine and either hang it out to dry or put it in the dryer. If a washing machine or dryer is being used and the cycle is incomplete, no girl should remove another's washing to accommodate her own needs. Washing in either the washing machines or dryers, should not be removed until the cycle is complete.

We ask for your support in ensuring that all clothing and personal items brought into the Boarding House are **clearly marked with your daughter's name**.

## CHURCH

St Catherine's School is a non-denominational School but with a Christian ethos. The School has traditional links with St John's Anglican Church in Toorak and the Toorak Uniting Church. Preparation for confirmation at Anglican, Uniting or Roman Catholic Churches may be arranged through the School.

## CELEBRATIONS

Each girl's birthday is celebrated and a personalised cake is presented. Your daughter is required to fill out a Birthday Request Form in the Boarding House Office at least two days prior to her birthday. The type of cake your daughter would like can be selected at this time. Special celebrations are held in the Boarding House to mark seasonal festivities such as Christmas, Easter and Chinese New Year, as well as events in the Melbourne community such as the AFL Grand Final, and the Grand Prix.

## LOCATION

St Catherine's School is located in the inner-Melbourne suburb of Toorak. The School is 10 minutes by car from Melbourne's central business district (CBD) and 30 minutes by car from Melbourne Airport.

# Our community

## BEING INVOLVED

Parents play a vital role in the life of the Boarding House, and your involvement is actively encouraged.

## BOARDERS' FORUM AND THE PARENTS' & FRIENDS' ASSOCIATION

Boarders' parents are represented through the Boarders' Forum. This Forum provides an avenue for you as parents/guardians to express your views on the boarding experience at our School and to table current issues within the Boarding House.

The Forum is also responsible for the organisation of social events for boarders' parents. The Forum meets with the Director of Boarding Services when the girls return at the beginning of each School term at 5.00pm in Illawarra Dining Room.

In addition, two Boarding House representatives are members of the St Catherine's Parents' and Friends' Association (PFA) Committee.

## REPORTING

School reports are available to you online twice a semester. Boarding House reports are available at the end of Terms 2 and 4. Boarders' Parent-Teacher interviews are held on the last day of Terms 1 and 3. These are held in the Hall or upper Library between 1.30pm and 2.30pm.

# Guardianship

If you are abroad for most or all of the year, you are required to appoint a guardian to take responsibility for your daughter. The School requires that all guardians are over **25 years of age** and reside in Melbourne, are easily contactable and are prepared to make travel arrangements and, if required, look after your daughter (their ward) during holiday and exeat periods. All guardians must have completed a Police Check and be approved by the School.

A person who is requested to act as a guardian has a great responsibility.

The School requires that guardians:

- Take responsibility for your daughter's welfare, discipline, academic and social progress
- Ensure that your daughter is making satisfactory progress in her studies
- Attend parent teacher interviews
- Act as a contact point for the School at all times
- Arrange for the student's leisure activities and travel/accommodation during mid-term exeats and term holidays (as required). This includes arranging suitable transport to and from the airport as necessary. Boarding staff are generally not available to transport students to and from the airport

- If requested, control the student's allowance and in agreement with you, arrange for the purchase of necessary items such as books and clothing
- Sign documents as necessary. Guardians may be asked to sign medical forms, bank and passport forms
- Ensure, in the event of illness, that your daughter receives appropriate medical attention and care. When necessary, guardians will be required to take the ill student home for the period of recovery
- Communicate regularly with the Boarding House staff about the welfare of the student. Letters and photographs as well as telephone calls are important
- Ensure that your daughter is home at agreed times and that her whereabouts are known at all times
- If your daughter resides in the Boarding House during term time it is appropriate for guardians to phone on a regular basis and perhaps take the student home for a weekend or out for an activity during the week or on the weekend
- Act as the student's representative in relation to visa, immigration and legal matters in Melbourne.

*NB: If a guardian is absent for an extended period of time, the School asks that a replacement guardian be nominated.*

# School Map





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