

Boarding Parent Handbook 2017



St Ursula's College, Yeppoon

St Ursula's College, Queen Street, LMB 600, Yeppoon 4703 Tel: 07-4939 9663

www.stursulas.qld.edu.au



Welcome

Welcome to Boarding at St Ursula's College, Yeppoon.

Making the decision to send your daughter away to a Boarding College is never an easy one. However, we believe that it is one of the most important decisions you will make for her. Boarding is a unique opportunity to live within, and contribute to, a strong community.

We strive to make residential life a positive experience for all students by providing a care system that recognizes and encourages individual passions, interests and strengths, in a caring and supportive environment based on trust, co-operation and open communication.

Firm consistent guidelines for behaviour, the challenge to develop faith, the focus on Christian principles, a vast co-curricular program available after school and on weekends and a strong emphasis on the provision of an environment conducive to study, all play a part in creating a 'family-like' atmosphere in which girls can become confident learners, independent thinkers and caring individuals.

When our girls graduate they are enriched with their Boarding memories. The friendships they have developed remain dear to them throughout their lives.

We are delighted you have chosen to send your daughter to St Ursula's. We very much value and respect the trust placed in us by you and hope that the Boarding experience provided by our community is a happy and memorable one for both you and your daughter.

We warmly welcome you into our Boarding family.

ST URSULA'S COLLEGE BOARDING COMMUNITY

The Boarding Community is an integral part of St Ursula's College and, in addition to the aims the College as a whole, has its own specific aims. These are:

- to provide a community where each girl feels welcome and at ease, where each one can find her special place and develop a sense of belonging.
- to encourage each girl to develop her particular gifts and talents.
- to challenge and support growth towards responsible, mature womanhood, in the context of a community and the delights and demands of human relationships encountered in this context.
- to challenge each girl to be responsible for her actions and decisions.
- to encourage and enable girls to grow into positive, aware, concerned and compassionate individuals.
- to support and encourage girls as young **Christian women** to develop a personal relationship with God
- to provide an environment conducive to good study habits.

Our Vision

We are encouraged to exemplify the legacy of the founder of the Presentation Sisters, Nano Nagle, who inspired us with the spirit of service and willingness to care for the particular needs of those in our care.

We are challenged by the **Spirit of Jesus**, who calls each of us "to love one another as he loved us."

We strive to build a **Catholic Community** so that, together, we might come to know Jesus, present in our midst; support and encourage each other in our personal growth and invite the girls to share in that community.

Our Expectations:

Whenever there are large numbers of people living together, there are times when some find life difficult. To build a genuine and caring community, effort is required on the part of each person. It also demands a willingness from each person to be part of the group.

Respect for others, honesty and co-operation are essential values in building our community. The following five expectations encompass these values.

The students of St Ursula's College are expected to work towards building a Christian Community by:

- a. treating all persons with respect, as each of us is made in the image and likeness of God
- b. seeking to understand more about their faith
- c. participating respectfully in the Saturday evening Eucharist and liturgies
- d. showing respect for the sacred places, rituals, practices and beliefs of this Catholic community

Each girl is encouraged to show respect for herself by:

- a. behaving in a way that upholds her dignity as a young Christian woman.
- b. caring for her health by regular exercise, good hygiene, adequate sleep and a healthy diet.
- c. not smoking or introducing/using alcohol or drugs. (The breaking of this rule at the College is considered to be a serious offence which may involve exclusion.)
- d. observing appropriate dress standards.

Each girl is expected to show respect and concern for others by:

- a. being considerate and polite to all members of staff and visitors to the College.
- b. showing respect at all times in the way they speak and act.
- c. acting in a friendly manner towards each other, both individually and in a group situation.
- d. upholding everyone's good reputation.
- e. not using violent or rough language or actions either towards staff members or other students
- f. Adhering to 'quiet' times rules/requests.

Each girl is expected to respect property by:

- a. having her own belongings properly named and stored neatly.
- b. not using, without permission, an item that belongs to another.
- c. using and treating College property, texts, library books and all resources with care and respect.
- d. caring for the environment by not littering, defacing with graffiti or causing wilful damage.
- e. reporting damage as soon as possible.

Each girl is expected to take her studies seriously by:

- a. doing homework to the best of her ability
- b. following an organised study program throughout the year
- c. becoming more aware of community and global issues.

Activities

A wide range of co-curricular activities can be found at the end of this booklet. We strongly recommend that parents encourage their daughters to participate in at least one activity outside of school hours, as a way to combat homesickness.

When you have signed your daughter up for an activity, please let the Boarding Co-Ordinator know, so that the necessary transport can be arranged for any activity.

Commencing in 2017 we are hoping to facilitate girls undertaking activities in Rockhampton. To enable us to undertake this, we do have to set criteria which will need to be met. The requirements of this criteria are:

- Boarders must be achieving good results with their school work.
- A minimum of three Boarders would need to be involved in the activity and this activity may only occur twice a week.
- All transport is subject to the availability of College vehicles.
- A fee of \$20 per student would be charged for the season.

Recreational activities and outings are often organised for weekends; however, for staffing, catering and transport purposes, we require the girls to sign up in advance. They simply have to go to the Boarding office and put their name on a list. If they miss the closing time, then they are unable to go and if they wish to pull out, they must find a replacement.

Staff will often try to organize in-house activities based around their skills, talents and interests on a more ad hoc basis.

Girls in Years 9 to 12 are allowed to go shopping one afternoon during the week and on Saturday between 10am and 1pm. Year 7 and 8 girls are taken shopping by a Supervisor for two hours on a Saturday morning. Once a fortnight we offer a trip to the Shopping Fair in Rockhampton for any girls in Years 9 to 12. This leaves at 9am and returns by 2pm. At the end of each term we offer a special trip to the Shopping Fair for the Year 7 and 8 girls. These shopping privileges do change for Semester Two.

The conditions for all excursions off campus are:

- Girls must always be in the company of at least one other Boarding student for the duration of the outing;
- Someone in the group must have a charged phone with enough credit to call the Boarding House if necessary;
- Phone calls from staff must always be answered or returned;
- Girls must call staff if they are going to be late or if someone goes off on their own.

Book of Forms

At the end of each year, you will receive a 'Book of Forms'. In this book, you will find forms to be completed for the following **year**. These forms are very necessary for your daughter's well being. Please put a line through any form that you do not wish to complete or mark 'not applicable'. Please complete all relevant forms and return the Book of Forms **intact** to the Boarding Co-Ordinator, St Ursula's College, LMB 600, YEPPON. Q. 4703. If you have any questions regarding this book, you may call: Mrs Wendy Wagner on 4939 9663 or e-mail her at wendyw@stursulas.qld.edu.au

Dining Room

Time spent together in the Dining Room is a very important aspect of Boarding life. As the girls come together to share a meal and each other's company, it is a real opportunity for community spirit to develop. Attendance in the Dining Room for all meals is compulsory with exceptions being made for sporting and co-curricular commitments, approved leave, or pre-established illness.

Staff are present to supervise appropriate behaviour (no phones, books or loud raucous), appropriate dress (please see Dining Room Dress in the Appendix) and table manners. On our Formal Dining nights, our routine is a little more structured. On Theme Dinner nights, we are happy for the girls to participate by coming dressed in costume related to the theme.

For weekday **breakfast** in the Dining Room, girls must be in **full school uniform** with their hair tied back.

Health Care

We ask that you please complete the Medical Form in the *Book of Forms* each year, as details often change. It is essential that we have a full medical history of your daughter before she commences and that you share relevant information with us at the year progresses.

During school hours from Monday through to Friday, the School Nurse is on duty and will attend to your daughter's health and wellbeing needs, including making any necessary appointments.

Out of school hours, girls need to see their Supervisor immediately if they are injured or unwell. Should it be determined that your daughter requires professional treatment, she will either be transported to hospital in an ambulance or by a College staff member in a College vehicle. Parents will be contacted as soon as is reasonably possible and then kept updated on the situation.

Whenever possible, parents will be notified prior to a medical consultation and requested to make direct contact with the Doctor/Dentist. In order to conform with Privacy Procedures associated with the local Medical Practices, the College provides the Doctor with a comprehensive form with all your daughters medical details and current parent contact numbers. This form also helps with follow up procedures for the Boarding/Nursing staff.

It is important that all medical details are kept up to date, in particular your

- MEDICARE NUMBER, PLACE ON CARD and EXPIRY DATE
- HEALTHCARE NUMBER and EXPIRY DATE

A list of available Medical Practices, Chemists, Dentists and Orthodontists is included in the appendix.

Each girl must have an account opened at one of the Chemists for medication and/or personal items.

Students have an order form system and can order personal items, over-the-counter medication or prescription medication from each of the pharmacies in the morning. The items are then delivered to the College every afternoon. You may restrict your Chemist account to medication only and this should be organised with the chemist.

All prescription and non-prescription medication is to be handed in to your daughter's Supervisor for safe dispensing. Staff will dispense one Panadol only unless other directions are specifically requested on the Medical Form.

Students are allowed to keep Asthma sprays and hormonal medications in their possession. If you are unsure or have any questions, please contact the Head of House.

Dentist & Orthodontist:

Orthodontic visits in Rockhampton are part of Boarding life but we do ask that you consult with the Boarding Co-Ordinator prior to making appointments to ensure that transport is available. Students are required to pay \$15.00 (subject to change) for College transport prior to the day. You may wish to prepay a bulk amount to the College if your daughter will be making regular trips.

End of Term

Term dates are issued at the end of each year, for the following year. Since holiday periods are known well in advance, requests for early departures or late arrivals are not appreciated and are not usually granted. If, however, it is necessary for your daughter to leave early, permission must be granted by the Deputy Principals.

Boarding parents are required to advise the Boarding Co-Ordinator of their travel details (private, bus, train or air), three weeks prior to the end of term. Any alterations to travel must be confirmed by a parent. Payment for all travel is required before the day of departure. A charter bus timetable and cost sheet will be emailed to all parents at the beginning of the school year.

Luggage on buses is to be restricted to one medium size suitcase and one piece of hand luggage.

Girls are required to pack and clean their own areas and help with the cleaning of common areas and facilities at the end of each term. During the last week of term in Boarding, one night is designated as “pack up/clean up” night for all students. Girls may leave two sealed and labelled bags/suitcases in the designated storage area. All care but no responsibility is taken for items left in storage. All uniforms and bed linen are laundered during the holiday periods. It is recommended that shoes and books are left in storage.

At the end of year, ***everything*** is to be taken home.

Laundry

All belongings must be clearly marked. It is highly recommended for your daughter to have her own laundry marker pen.

Girls are required to put their uniform into the Laundry Basket on the floor each afternoon. The bag will be taken down to the laundry each morning (as part of someone’s charge) and returned to the floor laundry racks the same afternoon.

On Wednesday mornings, girls will strip their beds and all sheets, pillow cases and towels will be taken down to the laundry. These are returned to the floor as soon as they are washed, dried and folded.

Girls are expected to take care of their own personal washing. They have access to the laundry facilities each day after school and all weekend. Coin operated dryers are available as is a clothes line. Clothes should not be left on the line overnight.

Leave Guidelines:

Leave with Parents:

Parents may see or take their daughter out at any time but we do ask that you take into consideration our Boarding routine. It is important for Parents to contact the Boarding Co-Ordinator or Head of House to arrange this Leave. Parents on extended visits to Yeppoon may have their daughter out with them for the duration of their visit, if they so desire.

Weekend Leave:

Girls enter the details of their proposed leave into the leave book in the Supervisor’s office before 8am on Thursday. Both parents and the host family need to contact the Boarding Office by 3pm Thursday, supplying us with the relevant details i.e. times and dates of travel, mode of transport, host’s name, address and telephone contact. We will request that a phone call be followed up with an email.

Please remember that **all hosts and drivers must be over the age of 21** and we will ask to see ID if we are unsure of the driver’s age. If you wish a sibling, who is under 21 years of age, to collect your daughter, please contact the Head of House.

Arrangements for train, air or bus travel can be made with the Boarding Co-Ordinator.

Unless travelling by St Brendan's College bus or Young's bus to Rockhampton, all girls must be signed out by the adult nominated by their parents. They must also be signed in by the adult nominated on the leave form.

Special Events - Leave

All girls are to be in residence for the first weekend of the year. A full program of activities is planned to encourage all girls to get to know each other, to foster community/family spirit and to allow the Senior students to commence their leadership role in our community. No leave will be granted at this time.

All girls are required to attend the Presentation Awards Evening and therefore leave is not granted until after the conclusion of the Awards Evening. Should you feel it necessary to collect your daughter prior to this, please contact the Head of House.

We also ask for all girls to be in residence for:

Boarding Christmas Party
Boarding Farewell to Year 12

Year 12 girls are also required to be in residence for their outing with the Head of House early in Term 4.

Mid-week leave (i.e. Monday to Thursday)

Leave between Monday and Thursday, unless with parents, is at the discretion of the Head of House.

Study

Study is compulsory for everyone.

We have two study periods for everyone. The first session is from 4.45pm to 5.45pm, Monday to Thursday. The second Study period is noted below.

Girls in Year 7 and 8 will have quiet time between 7.30pm and 8pm in which they may choose to complete extra study, prepare for the next school day or just read.

Year 9 girls will study from 7.30pm to 8.15pm.

Year 10 and 11 girls study from 7.30pm to 8.30pm. Girls may continue to study after this time if needed.

Our Senior girls study from 7.30pm to 8.45pm and may continue after this if required.

In order to create an atmosphere conducive to the development of good study skills the following guidelines are provided.

- Girls are expected to begin study on time, with all necessary requirements.
- Study is conducted in a quiet environment. Girls needing to study in groups, should make every effort to do so in their own time or seek permission from the Supervisor for the second session.
- Girls are expected to go to the toilet before study.
- Girls are expected to have filled their water bottles or had a drink before study.
- Mobiles must be turned **off** and in plain sight of the Supervisor.

- Making effective use of study time involves completing set homework, working on assignments, revising recent work, reading ahead and making notes, and studying for exams.
- Food is not permitted during study.
- Girls may not view TV or DVD's during study unless they have a note from their teacher and have made prior arrangements with the Supervisor.

Late Study:

Year 11 girls are able to negotiate late study with their Supervisor, but they will need to be able to demonstrate that they have also made some use of their free time, after school and on weekends. Permission will be based on general behaviour.

Telephones

There are Student telephones in each dormitory. (These numbers are listed on Page 2 of this Handbook). Boarding telephone handsets are capable of accepting the following outgoing call types only:

- Emergency OOO
- Telstra Pre-paid Calling Card
- 1800 Reverse
- Optus Pre-Paid Calling Card

These are the only options available for students. Please consider these options and take action to ensure your daughter has access to whichever of these you decide upon.

Mobile Phones:

Mobile telephones can be used as per the current *Mobile Telephone contract*. This contract is to be signed by both parent and student and details the consequences of misuse of a phone. Each girl is to have **only one** mobile telephone. Mobile phones are not permitted in the Day School.

Things you need to know

Aerosol Cans

Girls are asked not to use aerosol cans for hairspray, deodorant etc. They may use pump sprays or roll-ons. If a girl is found to have an aerosol can, it will be confiscated (refer to section on Fire alarms) and returned at the end of the term. Aerosol cans are also a health hazard to girls who have asthma.

Charges:

Floor 'charges' are allocated on a rotational basis each term. The charge may comprise emptying bins or vacuuming the carpet or taking the laundry down and must be completed each morning as advised by your Supervisor.

Fire Alarms:

Each floor 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:

- Steam from the shower
- Burnt toast
- Appliances such as hair dryers causing fumes to rise to the sensor
- Candles/incense sticks
- Aerosol cans of deodorant and hair spray

Apart from shower steam, all other causes of a false alarm are AVOIDABLE.

If a girl 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 \$1100 per visit**.

Fire Evacuation procedures are practised every term.

Internet

Access to the wireless internet is available throughout the College including the Boarding House. College staff monitor student use of computers, internet and email facilities. Access restrictions to information technology resources are in place at certain times during each 24 hour period.

Students are required to adhere to the rules relating to accessing information technology resources. Breaches to these rules and the consequences for inappropriate use are outlined in the *Student Device Program Guide*.

Student Devices

Commencing in Term 1, 2017, all students will be issued with a computing device which will be purchased by the school. The consistency of devices is essential to ensure proper functioning in the school environment. Students will receive a new device at the beginning of year 7 and year 10, along with a laptop carrier. At the end of each school year the devices will be returned to the school for updating and processing.

There is not an opt-out option to the Student Device Program and as such student personal devices will not be guaranteed to be supported by the school and its network infrastructure.

Further details are available in the Student Device Program Guide which will be provided to you.

Part Time Employment

If your daughter in Year 10, 11 or 12 is keen to obtain a part-time job, we will support her efforts to seek part time employment with local businesses. Girls may only work one evening shift between Monday and Thursday, and one standard shift each Friday, Saturday and Sunday. Permission for part-time employment is dependent upon continued satisfactory academic progress and meeting general behaviour standards in Boarding. We ask that they obtain a job within walking distance of the College so that they can be independent and walk to and from their jobs during daylight hours.

Girls are required to advise the Boarding Co-Ordinator, every Monday, of their roster for the following week so that transport can be organised.

Pocket Money

For convenience and safety, it is recommended that girls have a bank account with card access. It is important that girls can access their money via an ATM after school hours and on weekends. The amount of pocket money that your daughter receives is at your discretion.

We advise girls to access only small amounts of money for personal use. Large purchases can be made using EFTPOS.

All bus costs and school purchases can be made through reception using CREDIT CARD or EFTPOS. The College does not allow CASH OUT transactions.

For Security and Safety:

- Wallets, including cards, should be kept in the lockable drawer provided. Each student will need a small padlock and key.

- If your daughter has withdrawn money for a particular purpose, she may leave it with her Supervisor for safe keeping until it is needed.

Practical Matters on the Floor

Sleeping areas are to be tidy; shoes put away, no bundles of clothes left on floor or bed, and all washing is to be placed in laundry basket.

Permitted electrical equipment, comprising CD players, computers, phone chargers, hair dryers and straighteners, must be safety tagged by an electrician before they can be used in the Boarding House.

Each girl has limited space within her personal area and it is very important that she limits her personal belongings to this area.

Double adapters and power boards are not permitted in the Boarding House under the *Occupational Health and Safety Guidelines*

The only pets permitted in the Boarding House are fish kept in a plastic tank. These must be taken home at the end of each term.

Prayer and Liturgies

Girls are encouraged to participate in the **Saturday night Eucharist** at the Sacred Heart Church. When Youth Masses are scheduled, girls are encouraged to be involved in the preparation of Liturgy.

Everyone in Boarding participates in prayer on Sunday evening.

Security

It is important when living in a large community that personal items are secured. Each girl is required to have a high quality padlock and three keys or a combination lock for her wardrobe. She should also have a small padlock with keys for her security drawer. On arrival at the College, spare keys should be put in a named envelope and given to her Supervisor, to ensure the locks can be opened if the key is lost. Bolt cutters are available at the College if all keys are misplaced.

Student Cars

Senior Boarding students are permitted to have a vehicle at school and use it to drive to and from their home, and on weekend leave. Details of their vehicle, (make and type of vehicle) and registration number are to be given to the Boarding Co-Ordinator. Students **must hand their keys into the Boarding Co-Ordinator's office or to the Head of House** on their return to the College, where they will be kept until the student requires them again.

Special permission must be granted for a student to travel in another student's vehicle. Please discuss this with the Boarding Co-Ordinator.

Please note that if your daughter parks her vehicle on College property, it is not covered by the College insurance. We strongly urge you to seek your own insurance cover.

Student Whereabouts

Girls **must advise their Supervisor every time they leave the floor**, this includes visiting another floor, going to the gym, laundry or going outside. They must also remember to let the Supervisor know when they have returned. Staff must know a girls whereabouts at all times.

Uniforms

Girls are expected to follow the guidelines supplied in the official College Uniform Brochure regarding the length of their uniform and which accessories are to be worn together.

When out of school, girls are expected to dress for sun protection and appropriately for the occasion.

For Mass at the Sacred Heart Church students are required to wear full formal school uniform.

Visits

Visiting hours are 3pm to 4.30pm Monday to Friday; 9am to 4pm on Saturday and 11am to 4pm on Sunday. Girls and their visitors are expected to behave in an appropriate manner. Students are required to advise their Supervisor of who their visitor is and when they arrive and leave the grounds.

Girls are allowed to have visitors, apart from family, once per week, between Monday to Thursday.

It is important that any person wishing to visit your daughter outside these hours make contact with the Head of House prior to visiting. Girls may visit other girls on other floors in Boarding with the knowledge and permission of Supervisors.

Visits to St Brendan's College

We encourage interaction between brothers, sisters and friends, therefore girls are allowed to visit brothers and friends at St Brendan's College, once per week on either a Monday or Thursday afternoon.

When visiting St Brendan's College, girls must be in groups of two or more (of similar age) with a mobile phone with credit between them. Visits take place in the area outside the St Brendan's Boarding Office. Students are transported to and from St Brendan's College by St Ursula's College staff.

DAILY ROUTINE - 2016
Monday to Friday Mornings
Year 10 and 11

| | |
|---------------|--|
| 7am to 7.40am | Wake up; charges; tidy own area; dress and pack for school |
| 7.40am to 8am | <u>Breakfast</u> (floors are closed) |
| 8am to 8.15am | Clean teeth; check school bag, leave for school |

Monday to Thursday afternoons

| | |
|------------------|---|
| 3.00pm | Return from school, see Supervisor, free time |
| 4.45pm to 5.45pm | <u>Study</u> |
| 6pm to 6.30pm | <u>Dinner</u> (floors are closed) |
| 6.30pm to 7.30pm | Free time |
| 7.30pm to 8.30pm | <u>Study</u> |
| 9.30pm to 10pm | Preparation for Bed, quiet time |
| 10pm | <u>Lights Out</u> |

Friday afternoon

| | |
|-------------|---|
| 3pm | Return from school, see Supervisor, free time |
| 5.30pm | <u>Dinner</u> (floors closed) |
| 6pm to 10pm | Free time |
| 10.15pm | Preparation for Bed, quiet time |
| 10.30pm | <u>Lights out</u> |

Saturday

| | |
|-------------|---|
| 8am | Wake up; breakfast in common room |
| 10am to 1pm | Downtown shopping |
| 5.30pm | See Supervisor; depart for <u>Church</u> |
| 7.15pm | <u>Dinner</u> on return from Church |
| 10.30pm | Preparation for Bed, quiet time |
| 11.00pm | <u>Lights out</u> |

Sunday

| | |
|----------------|---|
| 10.15am | <u>Brunch</u> |
| 1pm to 4pm | Beach |
| 4.30pm to 5pm | Clean and tidy boarding house; clean up of Grounds. |
| 6pm to 6.30pm | <u>Dinner</u> (floors are closed) |
| 7pm to 8pm | <u>Study</u> |
| 8pm | <u>Prayer</u> |
| 8.30pm to 10pm | Quiet time |
| 10.00pm | <u>Lights out</u> |

Please understand that we consider it inappropriate for your daughter to make or receive calls or text messages in the periods highlighted in bold, italics and underlined.

In an emergency, contact a Supervisor who will arrange for you to speak with your daughter. Student phone use during these times will lead to confiscation.

DAILY ROUTINE - 2016
Monday to Friday Mornings
Year 7, 8 and 9

| | |
|---------------|--|
| 7am to 7.40am | Wake up; charges; tidy own area; dress and pack for school |
| 7.40am to 8am | <u>Breakfast</u> (floors are closed) |
| 8am to 8.15am | Clean teeth; check school bag, leave for school |

Monday to Thursday afternoons

| | |
|------------------|---|
| 3.00pm | Return from school, see Supervisor, free time |
| 4.45pm to 5.45pm | <u>Study</u> |
| 6pm to 6.30pm | <u>Dinner</u> (floors are closed) |
| 6.30pm to 7.30pm | Free time |
| 7.30pm to 8pm | <u>Study/Quiet Time for Year 7 and 8</u> |
| 8pm to 8.15pm | Year 7 and 8 preparation for Bed, quiet time, hand in phone |
| 8.30pm | In bed |
| 8.45pm | <u>Lights out for Year 7 and 8</u> |
| 7.30pm to 8.15pm | <u>Study/Quiet Time for Year 9</u> |
| 8.15pm to 8.45pm | Year 9 - Preparation for Bed, quiet time, hand in phone |
| 8.45pm to 9pm | On bed reading |
| 9.15pm | <u>Lights out</u> |

Friday afternoon

| | |
|--------|--|
| 3pm | Return from school, see Supervisor, free time |
| 5.30pm | <u>Dinner</u> (floors closed) |
| 6pm | Free time |
| | Girls may go to bed when they wish but everyone must be <i>settled in their bed no later than 9.45pm</i> |
| 10pm | <u>Lights out</u> |

Saturday

| | |
|--------------|--|
| 8am | Wake up; breakfast in common room |
| 10am to 12pm | Downtown shopping – Year 7 and 8 |
| 10am to 1pm | Downtown shopping – Year 9 |
| 5.30pm | See Supervisor; depart for <u>Church</u> |
| 7.15pm | <u>Dinner</u> on return from Church |
| | Free time |
| | Girls may go to bed when they wish but everyone must be <i>settled in their bed no later than 9.45pm</i> |
| 10pm | <u>Lights out</u> |

Sunday

| | |
|------------------|---|
| 10.15am | <u>Brunch</u> |
| 1pm to 4pm | Beach |
| 4.30pm to 5pm | Clean and tidy boarding house; clean up grounds |
| 6pm to 6.30pm | <u>Dinner</u> (floors are closed) |
| 6.45pm to 7.45pm | <u>Study</u> |
| 7.45pm | Year 7 and 8 preparation for Bed, quiet time, hand in phone |
| 8pm | <u>Prayer</u> |
| 8.30pm | Year 7 and 8 in bed |
| 8.45pm | <u>Lights out for Year 7 and 8</u> |
| 8.30pm to 9pm | Year 9 preparation for bed, quiet time, hand in phone |
| 9pm to 9.15pm | Year 9 in bed |
| 9.30pm | <u>Lights out</u> |

Please understand that we consider it inappropriate for your daughter to make or receive calls or text messages in the periods highlighted in bold, italics and underlined.

In an emergency, contact a Supervisor who will arrange for you to speak with your daughter. Student phone use during these times will lead to confiscation.

Standard of Dress in St Ursula's Boarding College.

THONGS ARE NOT ALLOWED IN THE DINING ROOM, DOWN TOWN OR THE BEACH AT ANY TIME.

Dining Room Dress

Breakfast Monday to Friday inclusive

All girls must go to Breakfast in their school uniform with their hair tied back and wearing school shoes and socks.

Brunch on Sunday

All girls are to be dressed neatly in casual clothing. No shoe string straps, short shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes.

Dinner Sunday to Thursday inclusive

Year 7, 8 and 9 girls are to wear their Boarding shirt with either a skirt, jeans or shorts (please remember no short, frayed or ripped shorts are allowed) with suitable footwear. They must not be showing any bare midriff or any of their underclothes. School uniform is not acceptable, unless they are required to attend a school function immediately after dinner.

Year 10, 11 and 12 girls are required to be dressed neatly in casual clothes. No shoe string straps, short shorts, frayed shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes. School uniform is not acceptable, unless they are required to attend a school function immediately after dinner.

Dinner on Friday

All girls are to be dressed neatly in casual clothing. No shoe string straps, short shorts, frayed shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes.

Dinner on Saturday

As we have just returned from Church, all girls will be in their formal uniform.

Lunch on Saturday

All girls are to be dressed neatly in casual clothing. No shoe string straps, short shorts, frayed shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes.

Down Town/Shopping

Down Town/Visit to St Brendan's College Monday to Friday inclusive

When going downtown or to St Brendan's College of an afternoon, girls are required to wear their school uniform which includes their panama hat and school shoes and socks.

Social outings, Shopping and Down Town Saturday and Sunday

Year 7, 8 and 9 girls are to wear their Boarding shirt with either a skirt, jeans or shorts (please remember no short, frayed or ripped shorts are allowed) with suitable footwear. They must not be showing any bare midriff or any of their underclothes. If going downtown, they must also have a hat.

Year 10, 11 and 12 girls are to be dressed neatly in casual clothing. No shoe string straps, short shorts, frayed shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes. If going downtown, they must also have a hat.

Beach on Sunday

Year 7, 8 and 9 girls are to wear their Boarding shirt with either a skirt, jeans or shorts (please remember no short, frayed or ripped shorts are allowed) with suitable footwear. They must not be showing any bare midriff or any of their underclothes on the walk to and from the beach. Girls must also be wearing a hat.

Year 10, 11 and 12 girls are to be dressed neatly in casual clothing. No shoe string straps, short shorts, frayed shorts, short skirts or ripped shorts are allowed. They must not be showing any bare midriff or any of their underclothes on the walk to and from the beach. Girls must also be wearing a hat.

Doctors, Chemists, Dentists and Orthodontists

Doctors

| | |
|-----------------------------|---|
| Yeppoon Family Practice | Telephone 4939 3501 (F8 on map of Yeppoon) |
| Yeppoon Medical Centre | Telephone 4939 4355 (G9 on map of Yeppoon) |
| James Street Medical Centre | Telephone 4939 1711 (F8 on map of Yeppoon) |
| Total Health Medical Centre | Telephone 4939 1888 (J13 on map of Yeppoon) |

Chemists

| | |
|---------------------------|---|
| Yeppoon Chemmart Pharmacy | Telephone 4939 1408 (G9 on map of Yeppoon) |
| Keppel Bay Plaza Pharmacy | Telephone 4939 1680 (E9 on map of Yeppoon) |
| Amcal Max Yeppoon Central | Telephone 4925 0088 (D/E10 on map of Yeppoon) |

Orthodontists and Dentists

| | |
|-------------------------|---|
| John Christensen Dental | Telephone 4939 2155 (F8 on map of Yeppoon) |
| Karen den Exter | Telephone 4939 3611 (F8 on map of Yeppoon) |
| Miles Goudie | Telephone 4939 2548 (G10 on map of Yeppoon) |
| Dr Mark Lupton | Telephone 4939 8966 (F8 on map of Yeppoon) |
| Dr Manning | Telephone 4927 7700 (Rockhampton) |
| Icon Dental Group | Telephone 4939 2900 (G9 on map of Yeppoon) |
| Emu Dental | Telephone 4939 2400 (E8 on map of Yeppoon) |

Co-curricular Activities

At St Ursula's College, a co-curricular program is an integral part of the Boarding Lifestyle. Involvement in a sport or other activity keeps you busy, physically fit and allows students to make a new group of friends. Everyone is expected to participate in a minimum of one co-curricular activity. Homesickness lessens when you are involved in activities and kept occupied.

| Activity | Organised by | Payment to: | Organisation | Contact Telephone |
|---------------|--------------|-------------|---|------------------------------|
| AFL | School | School | St Ursula's College | 4939 9600 |
| AFL | Parent | Private | Aussie Rules Football Club | 4939 3599 |
| Army Cadets | Parent | Private | Kate Smedts | 49250535 or 0466 979 885 |
| Athletics | Parent | Private | Yeppoon Little Athletics dwhit78@eq.edu.au | 4939 8187 |
| Basketball | School | School | St Ursula's College | 4939 9600 |
| Basketball | Parent | Private | Capricorn Coast Basketball sg@amulla.com.au | 0416 736 379 |
| Belly Dancing | Parent | Private | Cooee Bay Sports Complex scottome@bigpond.net.au | 4939 1836 |
| Cheerleading | Parent | Private | Aussie Cheer and Dance ticknerpj@bigpond.com | 0419 760 123 |
| Choir | School | School | St Ursula's College | 4939 9600 |
| Cricket | Parent | Private | Capricorn Coast Cricket | 4939 1571 |
| Dancing | Parent | Private | Janelle's Academy of Dance janellewestcott@bigpond.com | 4939 2971 or 0412 405 107 |
| Dancing | Parent | Private | Dance Infusion | 4938 3117 or 0408 051 524 |
| Dancing | Parent | Private | Katherine's Academy of Dance & Arts | 0408 670 198 |
| Drama | Parent | Private | Katherine's Academy of Dance & Arts | 0408 670 198 |
| Drama | Parent | Private | Footlights Theatre School info@footlights.com.au | 4939 2399 |
| Drama | Parent | Private | Yeppoon Little Theatre ian@yeppoonlittletheatre.org.au | 0401 321 900 |
| Fitness | Parent | Private | Curves Women's Fitness Centre curvesyp@reeds.net.au | 4930 2284 |
| Fitness | Parent | Private | Yeppoon Jungle Gym | 0427 910 091 |
| Gateball | Parent | Private | Yeppoon Croquet Club | 4939 2216 or 4925 0054 |
| Girl Guides | Parent | Private | Keppel Coast Guides alisonmk@bigpond.com | 4933 6964 |
| Golf | Parent | Private | Yeppoon Golf Club | 4939 1056 |
| Golf | Parent | Private | Rydges International | 4939 5111 |

| | | | | |
|------------------|--------|---------|--|------------------------------|
| Gym | Parent | Private | Yeppoon Health & Fitness yhfc@bigpond.com | 4939 3898 |
| Gymnastics | Parent | Private | Yeppoon Gymnastics barbarakirwan@gmail.com | 4939 4048 |
| Karate | Parent | Private | Shotokan Karate | 4939 3446 |
| Lawn Bowls | Parent | Private | Yeppoon Bowling Club | 4939 1487 |
| Line Dancing | Parent | Private | Dolphin Line Dancers | 0419 712 590 |
| Martial Arts | Parent | Private | Rhino Mixed Martial Arts nathoconnor@hotmail.com | |
| Modelling | Parent | Private | LA Modelling ticknerpj@bigpond.com | 0419 760 123 |
| Netball | School | School | St Ursula's College | 4939 9600 |
| Netball | Parent | Private | Capricorn Coast Netball Association | 0438 106 068 |
| Orchestra | School | School | St Ursula's College | 4939 9600 |
| Outrigging | Parent | Private | Capricorn Coast Outrigger Canoe Club atru1581@bigpond.net.au | 4939 1011 or 0458 504 553 |
| Qi Gong | Parent | Private | Glenda Channels bethechange@irock.com.au | 0488 325 074 |
| Rugby League | School | School | St Ursula's College | 4939 9600 |
| Rugby League | Parent | Private | Yeppoon Rugby League | 4939 4275 |
| Sailing | Parent | Private | Keppel Bay Sailing Club training@kbsc.com.au | 4939 9542 |
| Scouts | Parent | Private | Yeppoon Scouts kentkay_will@yahoo.com.au | 4933 7016 or 0427 493 935 |
| Shooting | Parent | Private | Organised by St Brendan's Mr Peter Hayes | 4939 4804 |
| Soccer | School | School | St Ursula's College | 4939 9600 |
| Soccer | Parent | Private | Capricorn Coast Soccer | 4938 3848 |
| Surf Life Saving | Parent | Private | Yeppoon Surf Life Saving | 4939 1425 or 0407 760 592 |
| Swimming | Parent | Private | Saints Swimming Mr Graham Simpson | 4939 5751 |
| Swimming | Parent | Private | Cooee Bay Pool yeppoonaquatics@westnet.com.au | 4939 5029 |
| Table Tennis | Parent | Private | Cooee Bay Sports Complex scottome@bigpond.cnet.au | 4939 1836 |
| Tae Kwon Do | Parent | Private | Tae Kwon Do Dbu60607@bigpond.net.au | 4933 6241 or 0439 795 949 |
| Tennis | Parent | Private | Bevan Mulholland | 0412 591 838 |
| Touch Football | Parent | Private | Cap Coast Touch Football eclam1@eq.edu.au | 0427 825 939 or 4939 1836 |
| Water Aerobics | Parent | Private | Cooee Bay Pool yeppoonaquatics@westnet.com.au | 4939 5029 |
| Yoga | Parent | Private | Cooee Bay Sports Complex scottome@bigpond.cnet.au | 4939 1836 |

Boarding Requirements for 2016

Uniforms:

- 3 school uniforms which may comprise of either dresses or formal uniform
- 1 formal uniform (to be kept for Church and formal occasions at school)
- 1 Senior Tie - YEAR 12 ONLY
- 1 school badge
- 1 blazer – ALL YEAR LEVELS
- 1 sports shorts
- 1 House shirt
- 1 panama hat
- Boarding shirt – 2 recommended for Year 7, 8 and 9, optional for Year 10, 11 and 12
- 1 sports hat
- 1 official school bag
- 3 pairs white fold down socks
- 1 pair leather black lace up school shoes
- 1 pair, predominantly white, sports shoe

Boarding:

- 2 pairs single bed sheets
- 2 pillowslips
- 1 pillow
- 2 towels
- 1 beach towel
- 1 doona or blanket
- 1 doona cover
- 2 sets sleepwear
- 1 brunch coat/dressing gown
- 7 sets underwear – preferably white/bone/neutral coloured bras please
- 1 one piece swimwear (two piece costumes not permitted for Physical Ed.)
- 2 sets of casual wear for informal outings – shoestring straps and short/ripped shorts are not allowed
- 2 smart “civies” outfits for social functions
- Sandals/shoes for after school/weekends
- Rubber thongs for showers
- 1 sun safe hat for casual wear
- After school wear appropriate for the season – shoestring straps and short/frayed/ripped shorts are not allowed
- Laundry requisites (detergent, stain remover, pegs, foldaway laundry basket)
- Shoe cleaning kit
- Coat hangers

Sun Screen 30+

Personal toiletry items (aerosol products are **NOT** permitted) including

Tissues

After sun care cream,

Savlon cream,

Pads/tampons,

Small first aid kit containing bandaids and 1 crepe bandage 7.5cm wide

Deoderant (pump action/roll on)

Shampoo and conditioner

Soap

Toothbrush

Toothpaste

Mesh washing bag for laundering underwear (optional)

Coffee mug, bowl, plate and cutlery (for use in Common Room only)

Large storage container with air tight lid, suitable for storing snacks etc.

2 padlocks (one medium and one small) preferably with three keys

Small sewing kit (i.e. needles and cotton for minor uniform repairs)

2 large strippy bags for storage at end of term

Pain relief ie Panadol, Aspro

Girls may wish to bring personal items e.g. framed photographs, Laptops, Ipod etc. These should be engraved with your daughter's name.

PLEASE ENSURE ALL ARTICLES ARE CLEARLY MARKED WITH DAUGHTER'S NAME.

Permitted electrical appliances must be tested and tagged by a qualified electrician before being brought into the Boarding School.

