



# Student Handbook





# Handbook for Boarders

Welcome to St Ursula's College Boarding community. To make the very best of Boarding life, you need to have a positive and enthusiastic attitude. Boarding staff and other students are here to help you in any way they can, so do not be afraid to ask for help.

Check this book when you want to know about Boarding routines. If what you want to know is not in the book, or you don't quite understand it, ask your Supervisor.

## ACTIVITIES:

Activities are sometimes arranged for Friday, Saturday and Sunday. The choice of activities may include movies, beach and trips to different places. There may be a cost involved and, if so, you need to make sure you draw enough money, when you go downtown during the week.

There are notice boards on the floor where upcoming activities are advertised and you will also be advised of other activities in your weekly meeting on your Boarding Floor.

The **first weekend of every year** is the only weekend that we have **compulsory activities**. This means that everyone is expected to attend and participate in the scheduled activities.

## BANKING:

You should have your own key card to operate your bank account through the bank itself, or an ATM. Never give your PIN to anyone else. It is important to remember to collect any money you need when you go downtown each week. You can also pay for activities organised by the day school by EFTPOS at the Main Reception, but unfortunately we cannot do "cash out".

It is important to lock your money away at all times. We suggest that you give large sums of money to your Supervisor, who will lock it away for you in a secure place. If you need to take large sums of money to school, you are encouraged to give the money to your House Group teacher or Student Reception for safe keeping.

## BEHAVIOUR

Our community operates on trust and respect. Always treat others as you would wish to be treated. Living together in a large Boarding community can, at times, be stressful. If you feel stressed, talk to your parents about weekend leave, perhaps with a relative or friend. As you get used to Boarding, you will make some good friends and enjoy the close proximity of girls your age. It is important that we are tolerant of others, and respectful of each others personal space. You may play music in your area, but please keep the volume to a level which will not annoy those trying to rest or work.

Safety in the Boarding College means that running through buildings, leaving books and clothes scattered about, blocking walkways with chairs and "horseplay" is not appropriate. If you see, or cause damage, please report it immediately to your Floor Supervisor, so that it can be repaired.

## CHARGES

Every student will have a cleaning task allocated to her in the Boarding College. Floor Charges are rostered and are completed before school each day. Doing your Charge means a clean and healthy environment for everyone.



## CHEMIST

You need to have a Chemist account at one of the pharmacies in Yeppoon, so that you can order any prescriptions or personal requirements. Ask your parents to open an account for you.

When you require items from the Chemist, please fill in a Chemist Order Form and give it to your Floor Supervisor before school. All Chemist requirements are ordered on a daily basis and will be delivered to your Floor after school, by your Supervisor.

## CO-CURRICULAR ACTIVITIES

After school there will be many different sporting teams you can join. Being involved in a sport keeps you busy, fit and alert. Everyone is expected to participate in at least one co-curricular activity. You must ensure that you write your activity (each week) in the Co-curricular book, located on the Boarding Co-ordinator's desk so that necessary arrangements can be made.

Year 9, 10, 11 and 12 girls can access the Gym, after completing an Induction course with the Head of Health and Physical Education. Ask your Floor Supervisor for this information.

Year 7 and 8 girls are encouraged to walk within the College grounds for exercise.

Co-curricular activities will finish early on the evenings that we hold our Christmas Dinner and Farewell to Year 12 dinner.

## COUNSELLOR

There is a Student Support Counsellor who visits the College three days per week. She is available for you to talk to about any concerns, from homework to homesickness. If you would like to see her, please arrange an appointment with the Deputy Principal – Spiritual/Pastoral.

## DENTIST

If you need to see a Dentist, tell the College Nurse and she will arrange an appointment for you.

Orthodontist - If Dr Lupton is your preferred Orthodontist, we encourage you to ask for an appointment at his Yeppoon office. If you have an appointment in Rockhampton, transport will be arranged for you through the Boarding office.

There is a transport fee, which you will need to ask your parents to pay.

## DINING ROOM

Attendance at meals is compulsory. A roll will be marked and the only students absent should be those involved in a co-curricular activity.

Meal times should be pleasant for everyone. They are a time to share conversation with others at your table. Table manners should be appropriate.

It is important that you wear **appropriate clothing and footwear** to the Dining Room. Please familiarise yourself with the Standard of Dress located at the end of this booklet.

## LATE DINNER

If you have a late sporting commitment or an excursion, and will not be at the Boarding College for dinner that evening, you should put your name on the Late Dinner List. You will find this list in the Supervisor's office. All **late meals** are to be collected from your Supervisor.

## **DOCTOR**

If you require a Doctor's appointment, see the College Nurse. Your Supervisor will be able to give you information regarding your appointment, when you return to the Floor in the afternoon, or the Nurse will advise you during the day. You will be given a form to take to the doctor, which contains all your relevant details and a section for follow up instructions for the Nurse and Boarding staff.

The Nurse or Boarding staff will contact your parents if you are taken to hospital. Otherwise it is important that you contact your parents and let them know when you have been to the Doctor and what the outcome was.

## **DOWNTOWN – YEARS 9 TO 12**

If you are in Year 9 to 12 you are allowed to go downtown, with your Supervisor's permission, one afternoon per week and each Saturday morning between 10am and 1pm. Downtown does not include the Beach. You must always ask your Supervisor if you can go downtown and then advise her when you have returned. All girls must be accompanied by another girl, at all times while off campus. At least one person must have a charged phone with credit. You must always answer calls from staff or phone back if you miss a call.

If you are joining us in Year 7 or 8, you go shopping on Saturday mornings for a period of two hours between 10am and 1pm with a Boarding Supervisor. Year 7 and 8 Boarders are not allowed downtown during the week.

## **DVD'S**

All DVD's viewed on the Floors are to be shown to Supervisors BEFORE viewing and must be of a suitable rating. The same rules also apply to viewing on personal computers.

## **FIRE ALARMS**

Your safety is our priority. It is important to respond to Fire Alarms promptly and in a quiet and organised manner. Evacuation maps are located on your Floor. Each term your Supervisor will conduct a Fire Drill and show you what you need to do.

False alarms are very costly. Tampering with fire alarms and extinguishers will result in your parents being charged for a "call out fee" of approximately \$1100 charged by the Fire Brigade.

We ask you **not to use aerosol hairspray or deodorant cans as they can trigger the fire alarms.**

## **FRIDAY AND SATURDAY NIGHTS**

Friday and Saturday nights are for relaxing!

Sometimes there may be an activity such as a Social, a trip to Rockhampton to the movies, or perhaps an activity in the College Hall, where you can get to know other Boarders.

## **HEADPHONES**

Everyone may use headphones during study, but no-one else should be able to hear your music.

## **HOMESICKNESS**

Feeling homesick is normal. If you feel sad and miss home tell someone. Confide in a friend or your Floor Supervisor. Homesickness lessens when you are involved in activities which keep you busy.

## **INJURY**

If you are injured, tell your Floor Supervisor immediately.

## **INTERNET**

The computer/internet contract that you sign for the Day school also applies to Boarding.

Internet is also available in the Boarding House. Please be aware that if you use in excess of 1gb of data in any 24 hour period you will lose internet access in Boarding. First warning results in 24 hours loss of internet; second warning is for one week and third warning is for the remainder of the term.

## JEWELLERY

School rules on jewellery are clear. You are allowed to wear one pair of sleepers or small studs in your ears, a watch and a neck chain with a small cross or religious emblem, which must be worn inside your uniform. Other jewellery is kept for after school wear.

## KEYS

It is necessary for all students to have padlocks on their wardrobes in Boarding and a second key must be given to your Supervisor. Do not give your keys to other students and do not leave your keys in 'special' hiding places. We provide a lockable drawer for your valuables and money. You will need a small padlock for this, and again your Supervisor should hold a second key.

## LAUNDRY

Uniforms are sent to the Laundry each day. This is the safest, easiest and most economical way to have your uniforms cleaned. Uniforms are washed and ironed on a daily basis. Towels, sheets and pillow cases are changed on Wednesdays and sent down to the laundry.

Coin operated dryers are available for your use. Please remember – **DO NOT LEAVE WASHING ON LINES OVERNIGHT.**

## LEAVE

### 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.

Please remember that **all hosts and drivers must be over the age of 21 and hold an open licence if driving.**

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.

## MAIL

If you wish to post letters, you may give them to your Floor Supervisor, who will place them in the outgoing mail basket in the College Office. Make sure they have a stamp on them.

**Floor Supervisors distribute incoming mail each afternoon.**

## MASS

All students are expected to attend Mass. We attend Mass at the Sacred Heart Church on Saturday evening. Buses depart at approximately 5.30pm and all students must be in their formal school uniform.

## MEDICATION

All medication MUST be handed to Floor Supervisors. Your medication is to be clearly named, with instructions on when you need to take it. Medication includes Panadol, Vitamins and any Herbal Medicine. You may keep your own hormone medication and asthma puffers. See the Head of House, if you have any difficulties about medication. Medication is taken and signed for in your Supervisor's office.

## NAMING CLOTHES

All of your clothing and personal items should be clearly named, so that we can easily return these to you, if it becomes lost.

## NURSE

If you are unwell, you may see the Nurse during break times during the school day.

## PART-TIME EMPLOYMENT

Part-time employment is encouraged for Year 10, 11 and 12 students. If you have part-time employment, or are wishing to commence part-time employment, please first seek permission from your parents and then discuss it with the Head of House. You may only work one evening shift between Monday and Thursday, and one standard shift on Friday, Saturday and Sunday.

## PASTORAL CARE

If you have any difficulties or worries your Floor Supervisor or the Head of House will be happy to help you. In the Day School you can also speak to your House Group Teacher, Year Level Co-ordinator or the Deputy Principal.

## PIERCINGS

**Body piercing is not acceptable at St Ursula's Day or Boarding College.  
(other than one earring in each ear lobe)**

Our Principal, Mrs Dunbar has issued the following statement:

**"Girls who return with ANY body piercing (new or old) or acquire one through the year will be sent home immediately and will not be allowed to return to Boarding until the piercing is removed".**

## PRAYER

All students have prayers on Sunday night on their Floors. Prayer time is a quiet time to reflect. Participate as fully as you are able, and always show respect for others at prayer time.

## STUDY

Study time is compulsory for everyone. You need to be prepared before study begins – this includes going to the toilet and getting a drink before study. No food is allowed to be consumed during study time, this includes lollies. Group work is permitted, with your Supervisor's permission.

## **ST BRENDAN'S VISITS**

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.

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.

## **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 Secretary. **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 travels home again.

Permission must be granted for a student to travel in another student's vehicle. Please ask Boarding Co-Ordinator for more information.

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

## **TELEPHONES - MOBILE**

Use of mobile telephones is a privilege not a right. In order to have a **mobile phone** in the Boarding College, you must **sign a contract** and abide by the contract conditions. This must be renewed every time you obtain a new mobile telephone.

Please read the contract conditions and consequences for inappropriate use **very** carefully.

On Friday, phones are returned to students and may be kept until bed time on Sunday night.

During the day, students are not allowed to have their phones at school. They may leave them locked in their cupboards or with their Floor Supervisor.

## **TRAVELLING IN VEHICLES**

Students are not allowed to travel in any vehicle apart from College owned vehicles and parent/host vehicles without the direct permission of the Head of House or a Leadership Team Member.

## **TUTORING**

Tutoring is available through Day School. You need to see your subject teachers to negotiate this. Homework Club is available in the Library from 3.15pm to 4.00pm, on designated afternoons. Please watch Morning Notices in the Day school for advice on day and time of Homework Club. All girls are very welcome.

## **UNIFORMS**

Uniforms are laundered on the premises by a Laundry Assistant. Full, correct uniform is to be worn to breakfast on weekdays all year.

## **VISITORS**

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, and for a period of up to two hours, once over the weekend.

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.

## **WAKE UP TIME**

On school mornings wakeup time is 7am. On Saturday and Sunday you must be up, dressed and bed made by 10am.

## **WHITEBOARDS**

Whiteboards in each Floor keep you informed of important/urgent matters, which require your attention. Check them daily.

## **ZERO TOLERANCE**

Zero tolerance applies to alcohol, cigarettes and other illegal drugs, either on campus, in the Boarding House or whilst you are on leave from the Boarding House at any time. Zero tolerance also applies to being on a licensed premises whilst not in the care of an Adult. The College treats this very seriously and consequences may involve termination of enrolment.



# DAILY ROUTINE

## Year 10 and 11

### Monday to Friday Mornings

7am to 7.40am	Wake up; charges; tidy own area; dress and pack for school
7.40am to 8.00am	<u>Breakfast</u> (floors are closed)
8.00am 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>
6.00pm 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	Preparation for Bed, quiet time
10.00pm	<u>Lights out</u>

### Friday afternoon

3.00pm	Return from school, see Supervisor, free time
5.30pm	<u>Dinner</u> (floors closed)
6.00pm to 10.00pm	Free time, Preparation for Bed, quiet time
10.30pm	<u>Lights out</u>

### Saturday

8.00am	Wake up; breakfast in common room
10.00am to 1.00pm	Downtown shopping
5.30pm	See Supervisor; depart for <u>Church</u>
7.15pm	<u>Dinner</u> on return from Church
10.00pm	Preparation for Bed, quiet time
10.30pm	<u>Lights out</u>

### Sunday

10.15am	<u>Brunch</u>
1.00pm to 4pm	Beach
4.30pm to 5pm	Clean and tidy boarding house
6.00pm to 6.30pm	<u>Dinner</u> (floors are closed)
7.00pm to 8pm	<u>Study</u>
8.00pm	<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

## Year 7, 8 and 9

### Monday to Friday Mornings

7am to 7.40am	Wake up; charges; tidy own area; dress and pack for school
7.40am to 8.00am	<u>Breakfast</u> (floors are closed)
8.00am 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>
6.00pm to 6.30pm	<u>Dinner</u> (floors are closed)
6.30pm to 7.30pm	Free time
7.30pm to 8.00pm	<u>Study/Quiet Time for Year 7 and 8</u>
8.00pm 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 9.00pm	On bed reading
9.15pm	<u>Lights out</u>

### Friday afternoon

3.00pm	Return from school, see Supervisor, free time
5.30pm	<u>Dinner</u> (floors closed)
6.00pm	Free time - Girls may go to bed when they wish but everyone must be settled in their bed no later than 9.45pm
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

## Year 7, 8 and 9

### Saturday

8.00am	Wake up; breakfast in common room
10.00am to 12.00pm	Downtown shopping – Year 7 and 8
10.00am to 1.00pm	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 settled in their bed no later than 9.45pm
10.00pm	<u>Lights out</u>

### Sunday

10.15am	<u>Brunch</u>
1.00pm to 4pm	Beach
4.30pm to 5pm	Clean and tidy boarding house
6.00pm 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
8.00pm	<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.



*The information in this document is subject to change and will be updated on a regular basis*