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Welcome

It is my pleasure to welcome you to St Michael’s Collegiate School as a Boarder, parent or guardian of a boarder. Collegiate has a long tradition of providing a ‘home away from home’ for its boarders. We always have you and your daughter’s best interests at heart. Our staff are committed to creating a warm and caring environment within the boarding house.

This Handbook will help you understand how we live together in our community. This unique experience will enable you to form many lasting and valuable friendships with other students and staff.

I trust the following information will answer many questions and provide an understanding of some of the necessary rules and routines of boarding house life.

From all the staff and boarding students, we wish you a very warm welcome.

Mika Browning
Director of Boarding

Our history

Since its foundation in 1892, St Michael’s Collegiate School has educated both day and boarding students. Collegiate has a long and proud history as a leading girls’ school in Australia. The school was founded by a religious order of Anglican sisters called the Sisters of the Church. Arriving from England, the Sisters established many schools in Australia, the first being St Michael’s Collegiate School in Hobart. The Sisters ran the school until 1973 when it transferred to a board of management.

The Sisters worked in the school for 80 years providing role models of the virtues of ‘godliness, holiness, truthfulness and womanliness’. Their contribution and influence on the character of the school continues today. The Sisters had very high educational standards and firmly believed the school should provide a ‘complete’ education.

Boarding at Collegiate has always been a strong part of the School culture. In the early days, boarding life was quite formal reflecting the tone of society in general at that time. Dormitories housed the girls; dinner was served formally each evening and the regime was controlled and predictable. The boarders of the time enjoyed many happy events including boarders’ picnics and sports occasions, dancing lessons and outings to church.

Collegiate has grown from a small school on one site at the beginning of the 20th century, to a large school situated across three purpose-built campuses. The boarding house continues to be housed on the senior school campus.

The school’s facilities continue to grow to encompass the variety of activities and learning requirements that a 21st century education requires. Our history is a proud one, and our achievements are best exemplified in those of our students through the ages.

Collegiate is a school where each student is encouraged to do the best they can and to be the best they can be.
Facilities

The school is centrally located in Hobart, which gives boarders the advantage of being only minutes away from many attractions. Shopping, cinemas, museums, galleries, markets, restaurants, cafes and beautiful parks and gardens are all an easy, safe walk from the boarding house. Beaches, sporting venues and many other attractions are easily accessible by public transport located right outside the boarding house.

Boarders are housed on our main campus in the central boarding house. Boarders have access to a range of facilities including music practice rooms, student lounges, laundry facilities, gymnasium and the school pool. Students have after-hours access to classrooms for private study and WiFi is available throughout the boarding house. There are two kitchenettes for students to make drinks and prepare snacks. The school’s kitchen, performing arts center and hall are also used for boarding events on occasion.

The director of boarding is responsible for the allocation of rooms. Factors such as seniority, age, length of time boarding, maturity and general behavior are taken into account. Consideration of special needs will be addressed where possible. Year 12 students are given single rooms and Year 11 students are given the next priority for single rooms.
Opportunities

Cocurricular
Collegiate offers an impressive variety of cocurricular activities. These cover sport, expressive arts, oratory, and community service. More information about these can be found on the Collegiate website under the ‘Our Learning’ section. Boarders have a great tradition of taking advantage of many activities, so close to home.

Combined boarding social events
Collegiate offers an impressive variety of cocurricular activities. These cover sport, expressive arts, oratory and community service. More information about these can be found on the Collegiate website under the ‘Our Learning’ section. Boarders have traditionally taking advantage of many activities, so close to home.

Social life in the house
We promote a healthy social atmosphere to support the building and growing of relationships and a balanced lifestyle. Activities are regularly organised, including craft projects, dining out, cooking, excursion and movies, and some are compulsory. The house has a selection of games, puzzles, Lego, a piano, sewing machine, Nintendo, Netflix, Stan and sporting equipment for boarders after school and on weekends. Boarders are expected to be self-motivated and take some responsibility for entertaining themselves to make best use of the resources available.

Weekends
We recognise that many boarders do not have the opportunity to be with their families on the weekend, so activities are offered regularly through the year. These may include beach trips, movie nights, BBQ and picnics, theatre performances and day trips to discover places of interest within and outside of Hobart.

Multiculturalism
Collegiate welcomes enrolments from families residing outside Australia. Over the years, the school has been home to students from around the world, whose diversity and different cultural heritage enrich the school community. The boarding house provides a warm and caring environment where each student is valued and all nationalities, cultures and religions are respected.

The boarding house is a rich multicultural environment, which brings both opportunities and challenges. There will be occasions to learn about significant cultural events both Australian, and from the wider nationalities represented in the boarding community. Food will be of an international flavour, offering all students a chance to enjoy and discover cuisine from different cultures. Students will also have many opportunities to learn about home life and everyday culture from each other. Maintaining an open mind, patience and understanding will help students maximise these opportunities and develop strong global citizenship skills in this multicultural environment.

Language will be one of the biggest challenges for all students. Australian students will need to develop empathy and understanding of the demands that speaking a second language has on a person. In the home-like environment of the boarding house, international students may need to speak in their first language to maintain their wellbeing, promote learning, and increase confidence. Being comfortable with other languages and living with people of different cultures will stand boarders in good stead for the challenges of a global society. It will provide boarders with opportunities and advantages day students may not have.

International students need to develop awareness of how and when they use their first language. Initially being immersed in a second language environment can be overwhelming and students will be tempted to use only their first language in the boarding environment. This is discouraged and international students are encouraged to view the boarding house as a safe place to practice their oral skills and ask questions. In settings where there are mixed nationalities such as at the dinner table, English should be spoken. If a second language is required for communication clarity, students should be polite and explain or translate as required.

There will be places or times during the day where English only is to be spoken, and these will be clearly identified as such. All boarders always need to act in an inclusive and respectful manner and being aware of how language is used is a significant part of this.
Student care

Student care at St Michael’s Collegiate School involves both pastoral care and academic care. All boarders live in a cheerful residential house with boarding staff to offer support and create a caring family environment.

Pastoral care

The director of boarding, and residential supervisors manage the pastoral care of each border. The director of boarding also liaises with the pastoral care staff in the school to ensure the communication is maintained. Within the school, each student has a mentor who they meet with each morning. The respective year level coordinator oversees the pastoral care of students in their section of the school. They also work with the head of school, school chaplain and educational counsellor to ensure the wellbeing of each student.

As part of our induction process, each new boarder meets with our educational counsellor to provide a formal opportunity to reflect on their introduction to boarding.

Academic care

Academic needs are addressed through the student’s Mentor as well as the respective Year Level Coordinator. They work in consultation with teachers, and boarding staff to ensure that earning is progressing and achievement is maximised. The Director of Boarding also reads each girl’s report and acts on the information it contains to support the girls in their academic life. This may include discussion and planning with students, or attending Parent/Teacher interviews on behalf of the parents. Parents are welcome to contact their daughter’s Mentor at any time throughout the year. Their contact information is communicated to parents at the start of each year.

Collegiate also provides continuous online assessment, which means that you can monitor your daughter’s academic progress from anywhere in the world using myCollegiate. As part of our Parent/Teacher meeting schedule, video conferences will be offered to parents of boarders. Where possible, interpreters can be provided if requested.

Boarders have access to free Mathematics tutoring after school in the Sargison Library. As well as formal tutoring, the Boarding environment provides many opportunities for informal peer tutoring as boarders support each other in their learning journey using their own individual strengths and skills.

The supervisors and boarding teaching staff also offer encouragement and guidance in completing academic work.

The Director of Boarding and Educational Counsellor will also support students in subject selection and University applications as required.

Study times for Years 5 to 10 will be fully supervised in classrooms located underneath the Boarding House and is conducted between 7:00pm and 8:30pm Monday to Thursday. Years 5 and 6 students study for 30 minutes, Years 7 and 8 study for one hour and Years 9 and 10 students study for one and half hours. Compulsory examination preparation (prep) for Years 11 and 12 girls is from 7:00 to 8:30pm, Monday to Thursday in their own rooms. Regularly, all girls will do prep together in the School’s library to maximise their ability to access resources. Girls caught misbehaving during, or who are late for, prep time may be asked to do extended prep the next night.

It is expected that if a student has no homework that they can use the time to review, read, practice and plan. It is the student’s responsibility to be organised with meaningful work to do and the materials they need to complete it. Students are to use their School Diary and myCollegiate to help them achieve this.
Academic care

Academic needs are addressed through the student’s mentor and the respective year level coordinator. They both work in consultation with teachers and boarding staff to ensure that learning is progressing, and achievement is maximised. The director of boarding also reads each girl’s report and acts on the information contained to support the girls academically. This may include discussion and planning with students or attending parent/teacher interviews on behalf of the parents. Parents are welcome to contact their daughter’s mentor at any time throughout the year. Their contact information is communicated to parents at the start of each year.

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Study times for Years 5–10 will be fully supervised in classrooms located underneath the boarding house and is conducted between 7pm – 8.30pm, Monday to Thursday. Years 5–6 study for 30 minutes, Years 7–8 study for 60 minutes and Years 9–10 students study for 90 minutes. Compulsory examination preparation (prep) for Years 11–12 is from 7.00 – 8.30pm, Monday to Thursday, in their own rooms. Regularly, all girls will do prep together in the school’s library to maximise access to resources. Girls who are late or caught misbehaving during prep time may be asked to do extended prep the next night.

It is expected that if a student has no homework, they can use the time to review, read, practice and plan. It is the student’s responsibility to be organised with meaningful work and the materials they need to complete it. Students are to use their School Diary and myCollegiate to help them achieve this.

Examination and study days

During examination and study periods, where normal school timetables do not apply, students are expected to keep to normal school day routines as much as possible. We have found this is essential to academic success.

Breakfast will be available until 9am, at which time students are expected to be out of bed. Students can then study in their rooms, classrooms (as available), the library, the Years 11–12 study area, Café 1892, the dining room, parlour or tables outside. Bedrooms will be closed between 10.30am – 3pm each day. During this time students are expected to study in one of the other areas previously listed.

Students are not permitted to leave the school campus on weekdays between 8.30am – 3.30pm, except for approved activities such as appointments or tutorials.

During examinations, study snacks and specialty hot drinks will be provided. Students are encouraged to maintain normal, healthy, balanced routines of sleep, recreation, study and exercise.
Visitors

Visitors are welcome in the boarding house. To ensure the safety and comfort of all, the following protocols must apply:

- All visitors, including parents, must report to the duty office and introduce themselves to the staff member on duty. No parent should remove their child from the boarding house at any time, especially overnight, without first contacting the director of boarding or duty staff. This is to ensure we always know the exact whereabouts of every boarder.
- Visitors are not allowed into the boarding house during prep times.
- Day students may be invited to the boarding house during non-school hours only. These visitors must be signed in and out with the supervisor on duty.
- The boarding house has a clearly defined policy about male visitors. Male visitors are permitted to visit in certain defined areas only. Fathers of students may access their daughter’s room, provided they are accompanied by a member of staff or an adult female relative.
- Students who are found to have not adhered to the school’s policy on male visitors can expect to no longer remain in the boarding house.
- Students can invite a guest to a meal or a female guest for an overnight sleepover on a Friday or Saturday night. Permission for this must be granted by the director of boarding. For an overnight stay, a guest boarding application must be completed by the guest’s parent or guardian.

Meals

Meals are served in a modern and homely dining room within the main boarding house. Centralised dining reinforces a sense of community among the students. Attending meals should be pleasurable, social occasions, which are enhanced by good manners and appropriate social etiquette. This includes not using mobile phones during the evening meal.

All meals are prepared in our well-equipped kitchen adjacent to the dining room. The menu is overseen by a nutritionist and our catering provider is Compass Group Australia. Health, nutrition, variety and special dietary requirements are all taken into account in the preparation of meals. Boarders also have opportunities for input into suggestions for food.

Boarders are expected to attend all meals and the supervisor is responsible for maintaining an attendance roll at breakfast and dinner.

When young people move away from home and have access to their own money, they may often make poor diet choices. We encourage you to have this conversation regularly with your daughter, and boarding staff will also encourage students to eat healthily. We reserve the right to confiscate excessive junk food, or to limit leave if students consistently visit fast food outlets.

All boarders are expected to wear neat and casual clothes to meals. Footwear is always to be worn when entering the dining room. The dress for breakfast Monday to Friday during term is school uniform. The dining room is to be maintained in a clean and tidy state during and after meals. Students will be asked to be part of a tidying roster.

Breakfast is served between 7.30am – 8.15am. All girls are to leave the dining room by 8.20am, having already removed dishes, cleaned tables and pushed in their chairs.

Boarders can order lunch from the school café two days a week. Orders are placed the night before, or at breakfast time, and collected at lunchtime from the school café. On the other three school days, the girls are required to make their own lunch in the morning. They may choose from a selection of salad and bread options or save something from the previous evening in their provided container, to be reheated for them by staff. Please note that lunch in Australia is traditionally a cold lunch. Boarders are encouraged to interact freely with day students during recess and lunchtime.

Birthdays are recognised as a very special occasion and as such, girls can choose their own dinner menu (and cake) to celebrate with their fellow boarders. It is the boarder’s responsibility to liaise with Compass Group Australia one week before their birthday about their requests and to complete the required form.
Weekend meals

All weekend meals are to be eaten in the dining room. Meals are not to be taken upstairs into bedrooms. Fresh fruit, biscuits, bread and toast, noodles, as well as hot and cold drinks, are available in the dining room for snacks.

Breakfast on weekend mornings is available from 7.30am and lunch from 12pm. Students are expected to serve themselves from the food provided. Dinner is available between 5.30pm – 6pm. Each girl is to always clean up after herself. Consequences for those found leaving dirty dishes or mess for others to clean may include extra duties or withdrawal of leave and privileges.

Holidays

The boarding house closes at 12pm the day after school finishes each term and reopens at 12pm two days before school starts. Exact dates will be emailed to parents and guardians and can be found on the school website.

Please note that unless arrangements have been made with the director of boarding, local students are permitted to stay in the boarding house during term time only. Charges will apply for local students who stay at the boarding house outside these times.

In the April and October school holidays, Collegiate offers a holiday boarding program for international students. This holiday program varies and will include interacting with other Tasmanian boarding schools, camps, and activities. Parents will be sent a letter about what is on offer for the holidays at the start of Term 1 and Term 3. It is expected that all students return home for the July and December/January holidays.

Local students are to take all their belongings with them at the end of the school year. International and interstate students may pack their belongings and leave them in storage within the boarding house. Storage in rooms is generous, however, students with excessive belongings not kept neatly in their rooms will need to send items home at their expense.

Communication

Good communication between staff, boarders and parents is critical. Please use the information below to help stay connected.

Students have access to surface mail, email, social media, Skype, personal mobile phones and the duty office number.

The fortnightly newsletter, Ancanthe, can be accessed on the school website under news and events.

The myCollegiate Parent Portal, is where you will find all official school communication as well as the school calendar.

Email is a vital part of boarding house communication. To ensure the school has your correct address, telephone number and email address, please email: reception@collegiate.tas.edu.au with any updates as needed.

Wireless internet services are provided for all students. The school’s policy for acceptable use of the internet applies to all boarders. Outside of school and prep times, social media sites, Skype and other communication sites are available for boarders to access. The boarding house WiFi is turned off at 10.30pm on weekdays and 11.30pm on weekends. This is to support girls in getting enough sleep.
Social contact and behaviour

Our boarding house is a community built on a supportive and caring environment. The boarding house is ‘home’ to students from rural Tasmania, interstate and overseas. We value our boarders because they enrich the school community with new and different perspectives. Our boarding house offers cheerful accommodation and encourages a sense of community, multiculturalism, cooperation and mutual respect. Those who fail to meet the expected standards of behaviour will be held accountable for their actions.

Guidelines are provided to assist with the smooth functioning of the house. All boarders are expected to familiarise themselves with the guidelines and regulations of the school and boarding house. The main guidelines are as follows:

• All boarders are to respect the privacy of others. Entry into the rooms of others, without prior permission, is not allowed.
• Mobile phones are to be used in a socially responsible manner, including not using them during dinner, after lights out, or in formal social situations.
• Borrowing, taking or using belongings of others without permission is not allowed.
• For fire safety, boarders are not permitted to have personal heaters, kettles, cooking equipment, candles, matches or lighters. Any of these items will be confiscated by staff.
• No form of bullying will be tolerated.
• The use of English is encouraged in communal spaces. Where students from different language backgrounds are interacting in a group setting, English is to be the common language.
• The highest standards of courtesy and mutual respect are required for all interactions between staff, students and visitors. Swearing and other forms of inappropriate communication in any language will not be tolerated.
• Tobacco and illegal drugs are strictly prohibited. Students may be asked to take a drug test if it is suspected they are using such substances.
• Alcohol is not to be brought into the boarding house under any circumstance. Students are also not to return to the boarding house under the influence of alcohol. International students need to be aware that consuming or providing alcohol to persons under the age of 18 years can violate the conditions of their visa.
• Students should maintain their rooms in a clean and tidy state. Beds are to be made each morning and the floor must be kept clear. Students whose rooms are in an unsatisfactory condition in the morning will not be given afternoon leave until their room is clean and tidy. If boarders collect so many belongings that keeping their room clean is unmanageable, they will be asked to take or send belongings home.

• Dirty plates, cutlery, mugs, etc are not to be stored in bedrooms. Personal food items must be kept in sealed containers in bedrooms or named and placed in the dining room fridge. No responsibility is taken for food stored in the fridge by students.

• Students may not return to the boarding house during the day to collect items. Students are encouraged to plan, be organised and use their lockers provided on campus.

• Shoes must always be worn in the dining room.

Any boarder who engages in unacceptable actions or behaviour will face serious consequences, as decided by the director of boarding and the principal.
Restorative process

St Michael’s Collegiate School has a restorative approach to behaviour management. This requires that students take responsibility for their own actions and the effects that they have on others. Our restorative process involves a set of principles, strategies and skills, which recognise the importance of relationships, respect, responsibility and accountability. Further details are available in the Relationship policy booklet available from the director of boarding or in the Parent Handbook. Should a boarder not respect the house expectations, the director of boarding will use the restorative process to resolve the situation.

Money matters

It is preferable for all students to have their own bank account with access facilities for parents. This enables parents to guide their daughter in basic money matters. We can assist students with setting up a bank account upon request. All major banks are within easy walking distance from Collegiate. As an alternative, parents may wish to leave money in the boarding house safe for withdrawal as a weekly allowance. In this way students can develop their budgeting and financial skills. The boarder’s activity fee is paid by each boarder into a communal account. It is used for weekend, after school and other social events, for example Christmas and Easter. It is not pocket money. Accounts for Cabcharge and the pharmacy will be added to parents’ accounts. This will be shown as “Boarder’s Sundries” on the account.
Medical

Boarders have access to professional medical services 24 hours a day. Excellent public and private hospitals are nearby. The following information is important:

Medical forms must be completed prior to a student’s arrival in the boarding house. All student details remain confidential and it is the parent or guardian’s responsibility to notify the director of boarding of any changes. Parents or guardians can give consent for boarding staff to administer paracetamol, ibuprofen and antihistamine.

A detailed list of regular medication is to be handed to the director of boarding with medication clearly labelled with the student’s name. In the case of medication taken by senior boarders, they may, with our knowledge be allowed to take responsibility for their own medication. Students are not to share medication, prescription or non-prescription, with other students under any circumstances. We ask that international students do not bring any medication except prescription medication. It is important that staff can read the instructions and ingredients on medication for the best care of students. It is of importance that students do not bring with them antibiotics unless prescribed by a doctor in Australia.

Boarders who are unwell will be cared for in the health centre, wherever possible. Care is taken to ensure that students who are ill do not remain among the general boarding house population. We reserve the right to contact local parents and ask them to collect their unwell or injured child at any time.

In accordance with visa regulations, international students will require a medical certificate on the third day of illness. Local boarders who are ill for two consecutive days will either be sent home or required to seek medical attention and provide a doctor’s certificate.

Students who wish to consult a doctor may prefer to use the Barrack Street Practice located adjacent to the school. An appointment can be made by boarding staff or by the student directly. Staff will accompany students to medical appointments, as required.

Parents of boarders remaining home after a weekend due to illness must inform both the duty supervisor and the school reception of the student’s absence. The duty supervisor can be contacted on 6211 4916 and the school reception on 6211 4911.

At the request of students or parents, boarding staff may purchase pharmaceutical goods from the Davey Street Discount Pharmacy. Items will be billed to the student’s school account.

Mental health

On occasion, a boarder may present with a mental health issue. If this is the case the director of boarding will contact the parent or guardian as soon as possible to discuss the sequence of events. Depending on the severity and frequency of the issue, the school and boarding house, will work with the family, student and health professionals to devise and follow a mental health management plan.

If the boarding house does not have the resources to manage the mental health issue, the boarder may be asked to seek alternative accommodation. This will be until such time they are assessed as ready to return to the boarding house.

The boarding house and school will work with the student and family to help ensure a smooth transition back to the boarding house. To help enable this transition there must be a mental health management plan in place. This may necessitate that the student continues to seek assistance from health professionals.

Insurance and security

While every effort is made to ensure the safety and security of property, the following conditions should be noted:

All passports and important documents are to be handed to the director of boarding on arrival. These items are maintained in a safe in the director of boarding’s office. Students may have access to their property on request. Students can store items in the safe within the boarding house.

The School cannot carry insurance for individual student’s belongings. It is therefore recommended that each student carry personal insurance for expensive items of personal property, including musical instruments, computers and cameras.

Each student has a lockable draw in her room. Students need to notify staff if they have misplaced the key, or if a key is not present. Secure charging lockers are provided for electronics collected and stored overnight.
Motor vehicle

Boarders are generally not permitted to have a vehicle at the school. Should a senior student wish to maintain a vehicle, the student and parents must agree to follow and sign the Driving Policy. There is no parking provided by the school for students. The Macquarie Street turning circle is for drop off and pick up only.

Boarders are not permitted to travel in a car driven by a person under the age of 21 years without prior permission from parents and guardians.

Laundry

Top loading washing machines and dryers are available free of charge for students to do their own washing. Senior students and supervisors will assist new and younger students. Washing powder and other essentials are required to be provided by the student.

Boarding house staff will wash towels and bed linen. A roster for this is posted in the duty room, with each year group being allocated a day (Tuesday to Friday) for washing. This is compulsory for all boarders. Linen should be placed in the laundry on the boarders’ designated washing day and collected from outside the laundry.

Students should note the following points:

- Clothes and belongings should be clearly named, especially school uniforms.
- All clothes are to be removed from the laundry area as soon as they are washed and dried.
- Laundry may only be dried in the driers, on drying racks on the veranda, or in drying rooms. Clothes are to be removed as soon as they are dry.

Leave arrangements

Leave and attendance is done electronically via a platform called ‘Reach’, which operates via a secure online portal, ReachSMC. This allows staff, parents and boarders to collaborate in a real-time, unified and consistent manner across all devices.

Parents need to set up an account and create their daughter’s host list. You can add and remove people from your daughter’s host list as required. All you need is internet access and your account details.

If you have a son in The Hutchins School boarding house, please speak to us about linking Reach accounts for both schools.

You can save the portal https://smcs.reachboarding.com.au/ as a bookmark to easily find it. There are inbuilt videos for each aspect of the dashboard that pop up as you click on the dashboard buttons.

All overnight leave, mid-term and end of term departures will be generated electronically through Reach’s web-based system. Except for local leave, all leave, must be approved by a member of staff. Parents can submit a leave request for their daughter to have leave with anyone on their host list. The host list can be updated at any time using the web-based system.

Students should submit an electronic leave form at least two hours before the time they would like to depart. This allows senior staff time to review and approve the leave.

If for any reason the period of nominated leave changes, the person on duty must be contacted immediately. Students are expected to have their mobile phones with them, charged and turned on during leave.

Students will also have their own secure access to the Reach system. This will allow them to apply for leave relevant to their respective year levels. Doing this in advance will expedite their departure and enhance the chances of leave being granted.
Responsibility of hosts

Parents of boarders are asked to contact their daughter’s hosts on occasions where they have agreed to take responsibility for their daughter, particularly overnight care. It is important that parents are comfortable with the family with whom their daughter is spending time. Boarding staff, particularly the director of boarding will often contact a host or guardian to confirm leave arrangements. This is also an opportunity for boarding staff to get to know the host.

Evenings are of special concern. If a host believes that a party is being held, they should ensure that the boarder attends only by personal invitation. They should check that the means of transport is safe and adequate, and that supervision at the party is by mature and responsible adults. We strongly recommend that a host should telephone the parents of the girl or boy who is hosting the party to obtain further information.

Please encourage host families to contact boarding staff if they have any queries about any details of your daughter’s leave. It is vital that girls are properly and adequately supervised during their leave from school.

The boarding staff will take responsibility for communicating with hosts on behalf of international parents as required.

Weekday leave

Students may seek local leave to visit Hobart or Sandy Bay shopping precinct after school, attend cocurricular activities or to exercise in local parks. They must return to school by 5.30pm, unless at a cocurricular activity. All students must sign out electronically and report to the person on duty before and after their return.

Years 5–7 students must be accompanied by a student in Year 9 or above, or a staff member. Year 8 students must be accompanied by at least one other student. Evening leave with family is automatically granted, although advanced notice is always appreciated. Students still need to make sure they sign out. Any other evening leave needs to be approved through the director of boarding.

In summary, the procedure for weekday leave is:

- Seek permission from the person on duty, submit an electronic leave application if applicable and sign out through the duty staff.
- Overnight leave can only be approved through the director of boarding.
- Upon returning, students must notify the person on duty.

Weekend leave

Years 5–8 – Local leave up to two hours during the day must be with an older person unless negotiated with the director of boarding. Any evening leave requires parental or guardian consent.

Years 9–10 – Local leave up to three hours during the day, evening leave to be negotiated. Any leave over three hours requires permission from the director of boarding. Evening leave requires permission from the director of boarding.

Years 11–12 – Local leave up to four hours during the day. Any leave over four hours requires permission from the director of boarding. Evening leave beyond 8.30pm requires permission from the director of boarding.

The safety and wellbeing of our students is our priority. As such we must know where they are always. Whenever a student leaves the boarding house, but is remaining on campus, she must notify the staff member on duty and use Reach to sign in/out.
No girl is to be in another room, wandering around the house or making disruptive noise after designated ‘lights out’.

During school days the boarding house is closed to all students between 8.20am – 3.30pm. Senior boarders in Years 11–12 may have access to their rooms during their study periods in P1/2 and P6/7.

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**School day weekly routine**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am</td>
<td>Wake up.</td>
</tr>
</tbody>
</table>
| 7:30am | Breakfast: compulsory up to Year 10.  
Strongly encouraged for Years 11–12 students. |
| 8:25am | Mentor time. All students to be out of boarding house. |
| 8:45am | Morning lessons begin. There are two lesson periods before recess. |
| 10:25am | Recess: food to be collected from the dining room or canteen. |
| 10:50am | Lessons resume. There are two lesson periods before lunch. |
| 12:30pm | Lunch.  
Meals are available for collection from the school café or canteen. |
| 1.15pm | Afternoon lessons begin.  
There are three lessons before school finishes. |
| 3:35pm | Check in with duty staff in dining room, afternoon tea available. |
| 5:30pm | Afternoon leave finishes for Years 5–12. |
| 5:45pm | Dinner. |
| 7:00pm | Prep for all years.  
Years 11–12 to study in own rooms unless permission has been given to work with others. One day each week will be in the library. |
| 7:30pm | Prep time concludes for Years 5–6. |
| 8:30pm | Second prep time concludes. |
| 8:30pm | Bedtime commences according to the schedule.  
Girls are to be considerate of noise from this time. |
| 10:00pm | No showers after this time. Laundry facilities are turned off. |
| 10:15pm | All televisions and music to be turned off. |
| 10:30pm | Years 11–12 room time commences. |
**Bedtimes**

There is an established routine and schedule for bedtime as detailed in the chart of bedtimes. All girls are expected to be prepared for bed at the specified times. 'Lights out' is 10 minutes after the specified time. Years 11–12 have specified room time when they are expected to be in their rooms, engaged in study or quiet activity. Girls caught misbehaving at bedtime or who are late into bed will lose 10 minutes off their bedtime. This will continue until their behaviour improves. Parents are asked not to phone their child after bedtime or lights out. Girls receiving or making phone calls after this time can expect to have their mobile phone confiscated. Years 5–8 will have their mobile phones taken at bedtime and secured, along with laptops and other miscellaneous electronic equipment, at the discretion of staff. Items will be returned to students in the morning. Years 9–10 need to hand in mobile phones at 10pm, along with computers and other electrical items, at the discretion of staff.

<table>
<thead>
<tr>
<th></th>
<th>Years 5–6</th>
<th>Years 7–8</th>
<th>Years 9–10</th>
<th>Years 11–12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday to Thursday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedtime</td>
<td>8:20pm</td>
<td>8:50pm</td>
<td>9:50pm</td>
<td>10:30pm</td>
</tr>
<tr>
<td>Lights out</td>
<td>8:30pm</td>
<td>9pm</td>
<td>10pm</td>
<td>10:30pm</td>
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<tr>
<td><strong>Friday and Saturday</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bedtime</td>
<td>9:30pm</td>
<td>10pm</td>
<td>10:50pm</td>
<td>11pm</td>
</tr>
<tr>
<td>Lights out</td>
<td>9:40pm</td>
<td>10:10pm</td>
<td>11pm</td>
<td>11pm</td>
</tr>
</tbody>
</table>

**Suggested requirements for boarders**

All school uniform items should be clearly named with sewn woven name tags or laundry pen. These may be ordered from the school shop. Orders need to be placed six weeks in advance to allow for delivery.

**Linen**

All linen and towels will be provided by the boarding house. Students are welcome to bring their own pillow, rug or quilt cover. Please make sure they are clearly named.

**Sundries**

- Hot water bottle or wheat pack (electric blankets are not allowed for safety reasons)
- One named mug
- Sewing kit
- Shoe cleaning kit
- Cuddly toys, posters, personal items
- Washing basket
- Washing powder
- Hair dryer
- Desk fan

The above items can be purchased in Hobart.

**Essential toiletries**

and bag or container to carry them.

**Electrical items**

All students’ electrical items will be checked by the school, to guarantee they meet Australian safety standards. If they do not pass inspection, items will be sent home. The boarding house will provide adaptors for items with international plugs to be used safely in Australia. Please do not bring adaptors purchased in other countries. We recommend buying electrical items such as USB chargers and hairdryers in Australia, so they comply with Australian standards.
Clothing

- Regulation summer and winter uniforms
- Outdoor warm jacket
- Waterproof rain jacket
- Socks and stockings
- Jeans and tops for casual wear
- Shorts for summer
- Suitable casual footwear
- Solid walking shoes
- Dressing gown
- Thongs (rubber shower sandals) for use in the shower
- Three pairs of pyjamas or night dresses
- Slippers
- An outfit appropriate for dances and special occasions both winter and summer.

Boarders are representatives of the school and are therefore expected to dress in appropriate clothing when outside the school grounds. Boarders will be asked to change if their clothing is deemed to be inappropriate.

International students

Please note that a 20kg limit usually applies to checked luggage (please confirm with your chosen airline). Australia’s electrical current is 240/250 volts AC, 50 cycles and a three-pin plug is used. Adaptors are provided and a transformer may be required for appliances that operate on a different voltage.

The following websites contain useful information about items that can and cannot be brought into Australia:

**Australian Department of Agriculture:**
www.agriculture.gov.au

**Australian Therapeutic Goods Administration:**
www.tga.gov.au
Boarding house contacts

**Director of boarding**
mika.browning@collegiate.tas.edu.au
+61 3 6211 4928 Mobile 0417 262 292

**Duty office**
+61 3 6211 4916

**Boarding house mobile**
0429 987 235

**Health centre**
amanda.vasicek@collegiate.tas.edu.au
or +61 3 6211 4920

**Senior school reception**
+61 3 6211 4911