

Boarding Handbook



St Michael's Collegiate,
Set for Life.



OUR SCHOOL

OUR MISSION STATEMENT

Collegiate is a learning community which welcomes diversity and is shaped by Christian values. We seek the excellence in all of us through a creative, dynamic, connected environment that provides an outstanding preparation for today and tomorrow.

St Michael's Collegiate is an Anglican non-selective K-12 school for girls that equips young women to assume their place in an ever-changing complex global community.

OUR VALUES

We foster these within a Christian ethos through appreciating creativity, building resilience, pursuing excellence, developing ethical conduct, searching for meaning and embracing diversity.

OUR MOTTO: BEATI MUNDO CORDE

Beati Mundo Corde from Matthew 5:8-10 translates as 'blessed (are those) with a pure heart'. For us it means happy and fortunate are those with a mind, soul and spirit that is pure.

INTERNATIONAL MINDEDNESS

Our School Community is committed to being internationally-minded by understanding and embracing diversity in all its forms, and by respecting and celebrating this diversity in order to foster a peaceful, just and sustainable world.

OUR GUIDING PRINCIPLES

Integral to our success are the School's five interdependent Guiding Principles which are statements of what we value in our School community and what we wish to achieve.

1. Effective learning occurs in a positive, safe and inspiring environment.
2. Learning is internationally and culturally inclusive.
3. Quality staff meet the learning needs of every individual student.
4. Outstanding staff provide excellent teaching and effective learning opportunities.
5. Dynamic learning environments, resources and technologies contribute to optimal student growth and development.

Developing and delivering on the aspirations embodied in these statements is a central imperative of our rich curriculum framework at Collegiate.

WELCOME

I would like to welcome you to St Michael's Collegiate School as a Boarder, and as a parent or guardian of a Boarder.

Collegiate has a long tradition of providing a home away from home for its Boarders. You can be assured that we will have your, and your daughter's, best interest at heart at all times. All our staff are committed to creating a warm and caring environment within the Boarding House.

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

I trust that the following information will answer any questions you may have and will 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.

Best wishes

Mika Browning
Director of Boarding



OUR HISTORY

Since its foundation in 1892 St Michael's Collegiate School has been a school for 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 its management transferred to a Board of Governance.

The Sisters worked in the School for 80 years providing role models of the virtues of 'godliness, holiness, truthfulness and womanliness' and their contribution and influence on the character of the School continues to exist today. The Sisters had very high educational standards. They believed firmly that the School should provide a 'complete' education.

Boarding at Collegiate has been a strong part of the School culture since the School first began. In the early days of the School 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 such as Boarders' picnics and sports occasions, dancing lessons and outings to church.

From a very small school on one site at the beginning of the twentieth century Collegiate has grown 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 and this gives Boarders the advantage of being only minutes away from many attractions. Shopping, cinema, 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 accessed with public transport that stops outside the Boarding House.

Boarders are housed on our main campus in the central Boarding House.

Boarding students have access to a range of facilities including music practice rooms, student lounges, laundry facilities and recreation areas such as the gymnasium or the School pool. Students have after hours access to classrooms for private study, and computer rooms. There are two kitchenettes for students to make drinks and prepare snacks. The School's Cooking Rooms, Performing Arts Centre and Hall are also used on occasion for boarding events.

The Director of Boarding allocates rooms. Students are allocated rooms taking into account seniority, age, length of time they have boarded, and other factors such as maturity and general behaviour in the House.

Consideration of special needs will be addressed where possible. Year 12 students will be given single rooms. Year 11 students will be given the next priority for single rooms.



OPPORTUNITIES

Extracurricular

Collegiate offers an impressive variety of extracurricular activities. These cover sport, expressive arts, oratory, and community service. More information about these can be found on the Collegiate website under *Life at Collegiate*. Boarders have a great tradition of taking advantage of the many activities, so close to home.

Combined Boarding Social Events

Collegiate has a close relationship with our brother school Hutchins. On several occasions each term we join with their Boarders for social activities. In the past these have included cooking, dances, bonfires and daytrips. As a member of the Australian Boarding Schools Association we also join with other ABSA boarding schools in Tasmania for social events.

Social Life in the House

To support the building and growing of relationship and a balanced lifestyle we promote a healthy social atmosphere, and as part of this activities are regularly organised. Craft projects, dining out, cooking, excursions, and movies are some of the activities offered. The House also has a good selection of games and puzzles, a piano, Lego, sewing machine, WiiU, sporting equipment and bikes to keep Boarders busy afterschool and on weekends. Boarders are expected to take some responsibility for entertaining themselves and being self-motivated to make best use of the resources available.

Weekends

We recognise that some Boarders do not have the opportunity to be with their families at weekends and so weekend activities are offered on many occasions through the year. These may include: beach trips; movie nights; BBQ and picnics; theater performances and day trips outside of Hobart.

STUDENT CARE

Student Care at St Michael's Collegiate 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 is supported by the Deputy Director of Boarding and residential Supervisors in managing the pastoral care of each Boarder. 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 Pastoral Contact or Mentor with whom they meet each morning. The respective Head of School oversees the pastoral care of students in their section of the School and works with the School Chaplain and School Psychologist to ensure the wellbeing of each student.

Collegiate welcomes enrolments from families residing outside Australia. Over the years, the School has been home to students from many parts of the world, whose diversity and different cultural heritage enrich the School community. The Boarding House provides a warm and caring environment in which each student is valued and all nationalities, cultures and religions are respected.



Academic Care

Academic needs are addressed through each student's Pastoral Contact in the Middle School and Mentor in the Senior School as well as the respective Head of School. They work in consultation with teachers, and Boarding staff to ensure that learning is progressing and achievement is maximised. Copies of reports are sent to parents as well as the girls. 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 Pastoral Contact or Mentor at any time throughout the year. Their contact information is communicated to parents at the start of each year.

The International Student Coordinator manages the learning program for each international student. They ensure that the student's subject selection is appropriate and where English is not the first language that the student's English as Another Language (EAL) program is tailored to their needs.

Boarders have access to free Mathematics, Science and English tutoring after school in the Sargison Library. As well as this 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 also offer encouragement and guidance in completing academic work.

Study times for Years 5 to 10 is 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 have half an hour, Years 7 and 8 one hour and students in Years 9 and 10 one and half hours. Compulsory Prep, for senior girls, is from 7:00pm to 8:30pm, Monday to Thursday in their own rooms. Regularly all girls will do prep together in the School Library to maximise their opportunity to access resources.

It is expected that if a student has no homework that they can use the time to review, read, practise 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 to help them achieve this.

EXAMINATIONS AND STUDY DAYS

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

Breakfast will conclude at 9:00am at which time students are expected to be up. Students then have the option of studying in their rooms, classrooms as available, the Library, the Years 11 and 12 study area, Café 1892, the dining room, parlor or if weather permits tables outside. Bedrooms will be closed between 10:30am and 2:00pm each day, during this time students are expected to study in one of the other previously listed areas.

Students are not permitted to leave the school campus between 8:30am and 2:00pm on weekdays, except for approved activities such as appointments or tutorials.

During examinations, study snacks and hot drinks will be provided in the senior kitchen. 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 apply:

- All visitors, including parents, must report to the Duty Office and introduce themselves to the staff member on duty. **We ask that no parent remove their child from the Boarding House, especially overnight, without first contacting the Director of Boarding or duty staff. This is to ensure we know the exact whereabouts of every Boarder at all times.**
- Visitors are not allowed into the Boarding House during Prep times.
- Day girls 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 be allowed to access their daughter's rooms provided they are accompanied by a staff member or adult female relative.
- Students who are found to have not adhered to the School's policy on male visitors will be sanctioned.
- Students are allowed to 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, and 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 attractive 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.

All meals are prepared in our well equipped kitchen adjacent to the dining room. Our catering provider is COMPASS and the menu is overseen by a nutritionist. Health, nutrition, variety and special dietary requirements are all taken into account in the preparation of meals and Boarders also have opportunities for input into suggestions for food. We ask that unless a Boarder has a specified medical or dietary requirement, that cannot be met by the catering staff, that they not bring in their own food. Boarders are expected to attend all meals and the supervisor is responsible for maintaining an attendance roll at breakfast and dinner.

All Boarders are expected to wear neat and casual clothes to meals. Footwear is always to be worn when entering the dining room. Dress for breakfast Monday to Friday 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 clean up roster.

Breakfast is served between 7:30am and 8:00am. All girls are to have left the dining room by 8:00am to prepare for the start of the School day.

Lunches are organised the night before or at breakfast time and collected at lunch time from the School Cafe. Boarders are encouraged to interact freely with day girls during recess and lunch times.

Birthdays are recognised as a very special occasion and as such, girls are able to choose their own dinner menu (and cake) to celebrate with their fellow Boarders. It is the Boarder's responsibility to liaise with COMPASS a week before their Birthday about their requests.

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 12:00pm. Students are expected to serve themselves from food provided. Dinner is available between 5:30pm and 6:00pm. We strongly encourage the girls to be self reliant and to keep catering facilities clean.



HOLIDAYS

The Boarding House closes at 12:00pm the day after school finishes each term and reopens at 12:00pm two days before school starts. Exact dates will be emailed to parents at the start of each school year.

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 those local students who stay at the Boarding House outside these times.

In the April and October school holidays, Collegiate offers International Students a joint holiday boarding program with Hutchins Anglican Boys School. The Collegiate students move to the Hutchins Boarding House where they are accommodated on their own secure floor. Supervision is shared between Hutchins, Collegiate and Fahan, with both male and female staff on at all times and a Director of Boarding. Excursions and camps form part of this holiday program, for which there is an additional activities fee.

No holiday boarding is offered in the July school holidays; however, homestays can be arranged for any students unable to return home. It is expected that all students return home for the December/January holidays when the Boarding House is closed.

Local students are to take all their belonging with them at the end of the school year. International and Interstate students may pack up all their belongings to leave in storage within the Boarding House.



COMMUNICATION

Good communication between staff, Boarders and parents is critical. Please use all of the information below to help stay connected. For communication students have access to surface mail, email, social media, Skype, personal mobiles and the duty office number.

The weekly Collegiate newsletter, *Ancanthe* as well as the School Calendar and School *Reflections* can be accessed on the Collegiate website www.collegiate.tas.edu.au under News and Events.

Email is a vital part of Boarding House communication; please make sure that we have an up to date email address. To ensure the School has your correct address, telephone number and email address, please email: reception@collegiate.tas.edu.au

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.

It is recommended that parents are 'friends' with their daughter on their social networking accounts: Facebook, Instagram etc. This is an easy way to ensure that nothing inappropriate is posted through text or images and for parents to connect with what is happening in their daughter's life.

The postal address for the Boarding House is as follows:

C/- Collegiate Boarding House
PO Box 215
Sandy Bay, Tasmania 7006

218 Macquarie Street
Hobart, Tasmania
Australia 7000

It is recommended that students have a **mobile phone**. Mobile phones play an integral role in our duty of care and are an excellent safety precaution for students when on leave. All students are to register the number of their mobile with the Director of Boarding. Security of mobile phones is the responsibility of the student.

Middle School students will be required to hand in mobiles and computers at bedtime each night. The Boarding House reserves the right to remove any Boarder's mobile phone, laptop or electrical devices at bed time. These arrangements promote a Boarder's awareness of, and consideration for her peers. A sound sleep routine is important for the wellbeing and development of all adolescents.

We ask that parents do not phone their child during prep times, meal times or after lights out. Messages can be left with duty staff and will be given to their child at the first opportunity. Urgent messages will be passed on immediately.



BOARDING HOUSE CONTACTS

Director of Boarding: Ms Mika Browning

mika.browning@collegiate.tas.edu.au

(03) 6211 4928 International +61 3 6211 4928 Mobile 0417 262 292

Duty Office +61 3 6211 4916

Boarding House Mobile 0429 987 235

Health Centre +61 3 6211 4920

Registrar/School Reception +61 3 6211 4911

International Students Coordinator: Mrs Leah Rosebrock

leah.rosebrock@collegiate.tas.edu.au



BEHAVIOURAL EXPECTATIONS

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, 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.

RESTORATIVE PRACTICE

St Michael's Collegiate has a restorative approach to behavior management and 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. Should a Boarder not respect the House expectations then the Director of Boarding will use the restorative process to resolve the situation.

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; it is the parents or guardians responsibility to notify the Director of Boarding of any changes.

A detailed list of medication taken is to be handed to the Director of Boarding along with the medication. In the case of medication taken long term by senior Boarders, they may sometimes be allowed to take responsibility for their own medication; however, written permission for this will need to be provided by the parent or guardian. Students are not under any circumstances to share medication prescription or non-prescription with other students.

Boarders who are unwell will, wherever possible, be cared for in the Health Centre. Care is taken to ensure that students who are ill do not remain amongst the general Boarding House population. We reserve the right to contact local parents and ask them to collect their unwell/injured child at any time.

The parents of Boarders who remain home after a weekend because of illness must inform both the duty supervisor on 6211 4916 and the main School Office on 6211 4911 of the student's absence.

Pharmaceutical goods may be purchased from the Macquarie Street Pharmacy on account.

Students who wish to consult a doctor generally use the Barrack Street Practice located adjacent to the School and are accompanied by Health Centre staff.

PART TIME WORK

Boarders are not permitted to have part time jobs unless prior permission has been sought and given by the Director of Boarding in consultation with the Principal. If work is seen to be detrimental to the academic progress or the life of the House, permission may be rescinded.

LAUNDRY

Top loading washing machines and dryers are available free of charge for students to do their own washing. Washing powder and other essentials are required to be provided by the student. New and younger students will be assisted with this by senior students and supervisors.

Towels and bed linen will be washed by the Boarding House staff. A roster for bed linen to be washed 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 the Ironing Room.

Some students may wish to use the Wash House Laundry in Sandy Bay for laundering personal items. Please speak with the Director of Boarding to arrange this. A fee will apply.

Students should note the following points:

- School clothes and belongings should be clearly named.
- 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, or on drying racks on the veranda or in drying rooms. Clothes are to be removed as soon as they are dry.

ROUTINES FOR

WHAT KIND?	WHERE WILL THIS OCCUR?
SPORT	Venue for game or training
LOCAL	Macquarie Chemist, Supermarket Fresh, Hungry Jacks, AWOL
TOWN	Area bound by Argyle/ Davey/ Molle and Brisbane Streets, Salamanca Market/Place and Sandy Bay (refer to map)
OVERNIGHT	Home listed on Leave Sheet/ Visitor Permission Sheets
WEEKEND DAY	As approved on weekend Leave Sheet. Maximum of 6 hours day leave for organised supervised events. 3 hours is the usual time frame allowed depending on the year group and responsibility of student.
WEEKEND EVENING	Maximum 4 hours - organised occasions determined by Director of Boarding. Subject to outing purpose. Usual leave during evenings is 2 hours
TERM ATTENDANCE	Overseas students are to remain until term end and arrive back for term commencement.

*Students will only be given leave on weekday nights (Monday to Thursday) after 5:30pm in exceptional circumstances to be decided by the Director of Boarding. In the middle of winter return time may be altered to 5:00pm

TAKING LEAVE?

WHEN CAN THIS OCCUR?

As dictated by the requirements of your sporting activity

Monday-Friday

Years 5 to 8 in pairs - 30 minutes local leave in by 5:30pm* twice weekly

Years 9 to 12 same as Town Leave

Monday-Friday

Years 5 to 6 in groups of 3 or more with a Year 9 (or older) student at the discretion of the supervisor. Once a week. 3:30pm to 5:30pm

Years 7 to 8 once a week, group of two

(Area bounded by Argyle/Davey/Molle and Brisbane Sts only)

Year 9 2 times a week 3:30pm to 5:30pm

Year 10 3 times a week 3:30pm to 5:30pm

Years 11 and 12 3:30pm to 5:30pm

Friday 3:35pm to Sunday 5:30pm

Same boundaries and student numbers as week days

Years 5 to 6 discretion of Director of Boarding until 8:00pm

Years 7 and 8 until 9:00pm

Year 9 until 9:30pm

Year 10 until 10:00pm

Years 11 and 12 until 10:45pm

WHAT PROCEDURE DO I USE?

Sign out on leave sheet in Duty Office.

Obtain supervisors permission, then sign out on leave sheet.

Report to Duty Office and seek permission.

Sign out on departure and register return by signing in.

All overnight leave requests to be completed by previous Wednesday on weekend Leave Sheets and approved by the Director of Boarding.

Complete leave sheet previous Wednesday giving details of locality and contact phone numbers. Permission given by Director of Boarding/Deputy Director of Boarding. Report to Duty Supervisor when leaving and returning. No travel after dark on foot or on public transport unless in pairs.

If an exception to this rule is sought by parents, this must be made in writing to the Principal and approved by the Principal.

Any leave may be denied when a student has been found to disrespect rules of leave or general behaviour has been unsatisfactory

It is the responsibility of parents to check their child's leave and inform the Director of Boarding of these arrangements.

MID-WEEK DAILY ROUTINE

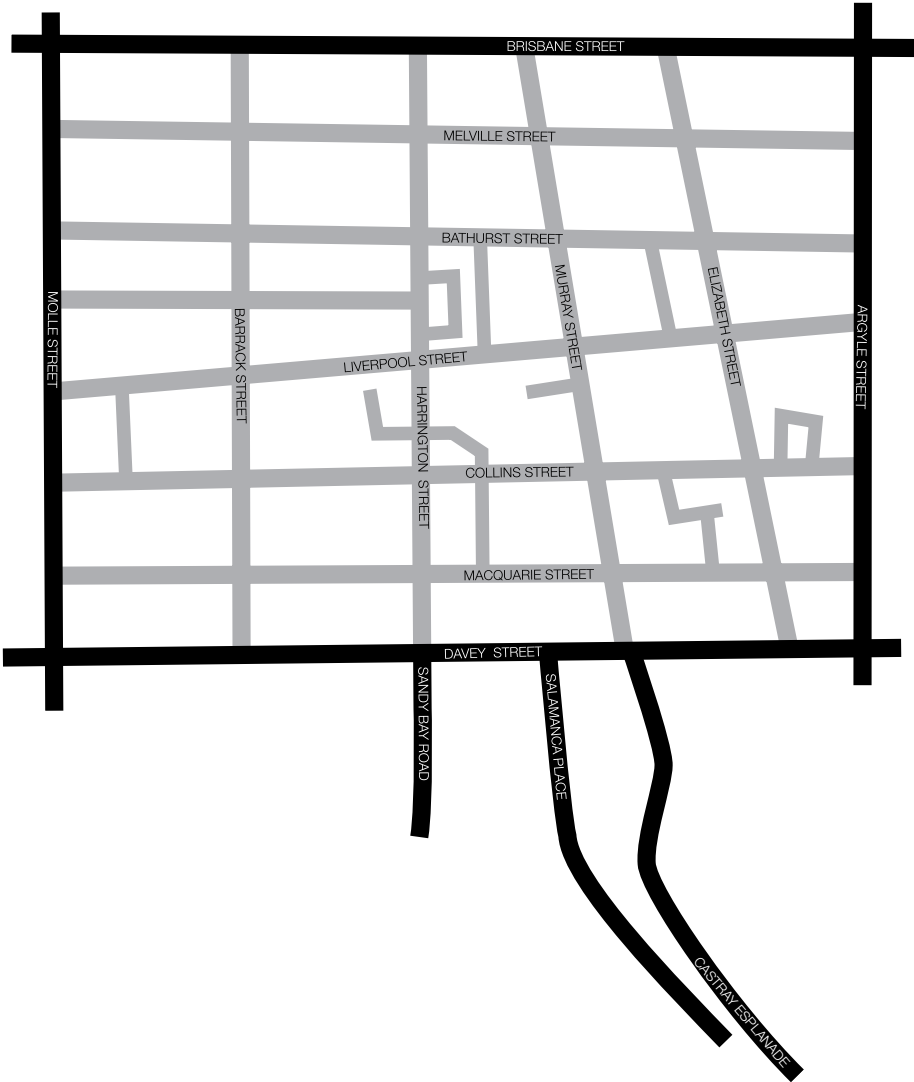
7:00am	Wake up.
7:30am	Breakfast – all students attend.
8:25am	Mentor time. All students to be out of Boarding House.
8:45am	Morning lessons begin. There are two lesson periods before recess.
10:25am	Recess. To be collected from the Dining Room or Canteen.
10:50am	Lessons resume. There are two lesson periods before lunch.
12:30pm	Lunch. Meals are available for collection from the School Café or Canteen.
1:15 pm	Afternoon lessons begin. There are three lessons before school finishes.
3:35pm	Afternoon tea available in dining room.
5:30pm	Afternoon leave finishes for Years 5 to 12.
5:45pm	Dinner.
7:00pm	Prep for all years. Years 11 and 12 to study in own rooms unless permission has been given to work with others
7:30pm	Prep time concludes for Years 5 and 6.
8:30pm	2nd Prep time concludes.
8:30pm	Bedtime commences according to schedule.
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 and 12 room time commences.

No girl is to be in another room or moving around the house after designated “lights out”.

During school days the Boarding House is closed to all students between 8:20am and 3:30pm. Senior Boarders in Year 11 and 12 may have access to their rooms during their study periods in Lessons 1 and 2 and 6 and 7.

MAP OF BOUNDARY AREA

Area bounded by Argyle/ Davey/ Molle and
Brisbane Streets, Salamanca/Market Place and Sandy Bay





St Michael's Collegiate School

218 Macquarie Street, Hobart, Tasmania 7000
PO Box 215 Sandy Bay, Tasmania, Australia 7006

T (03) 6211 4911 / 61-3-6211 4911

F (03) 6211 4955 / 61-3-6211 4955

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The Christ College Trust

Trading as: St. Michael's Collegiate School

CRICOS Registration No. 00482K