BOARDING
SANTA MARIA COLLEGE
CONTENTS

Welcome........................................2
Contact Information.......................4
Orientation................................5
   First day for new boarders
   First day for returning boarders
Weekly routines..........................6
   Normal weekly routines
   Study Monday - Thursday
   Lights out
   Normal weekend routine
   Laundry opening times
Chapel & Mass..............................8
Communication............................9
   Parent contact
   Boarders Parents’ Committee
   Mobile phones
   Homesickness
   Reports
Medical......................................12
   Head Lice
Study.........................................14
   Music Practice
   Examination Periods
Catering.....................................16
   Breakfast
   Lunch
   Dinner
   Snacks
Dress........................................17
What to bring to Boarding.............19
Leave.........................................20
   Conditions
   Shopping/Day leave (without host)
   Years 7, 8 and 9
   Year 10
   Years 11 and 12
Visitors.......................................23
   Visiting times
Student Leadership.....................25
Sport & Recreation......................25
Money & Valuables.......................26
Transport...................................27
Rooms.......................................28
   Safety
   Damage
   Noise
   Charges
Behaviour.................................30
   My rights and responsibilities
Welcome

If you are a family new to our community, I hope your association with us will be very rewarding. Along with our returning girls and families, I look forward to getting to know you better and working with you in a caring family-like environment. Boarding is a very rewarding experience, providing girls with lifelong skills and friendships that will be cherished for many years to come. We extend a very special welcome to not only, our Year 7 boarding students, but other students who are joining our community.

In Boarding we uphold the mission statement of the College. At Santa Maria College, Boarding is a very special part and every effort is made to provide an atmosphere of warmth, care and love for those girls for whom this becomes home for their time at school. Everyone who works in Boarding has a genuine interest in the wellbeing of the girls.

When such a large group of people is living in one community, some regulations are necessary. When these regulations are understood and supported by both parents and girls, administration is far easier and much more effective, and a secure, comfortable environment is created.

Our aim is to establish a community firmly built on Christian values and to encourage each girl to develop in herself qualities of consideration, respect for others, courtesy, cooperation and responsibility. As a Catholic College, Santa Maria offers the girls the opportunity not only of instruction in the faith, but also the experience of living and sharing the faith. Thus school can be seen as an extension of the faith girls have developed at home.
An important responsibility we have is to provide an environment to support and improve each girl’s success as a student; consequently, study times and their application are strictly adhered to. Outside of this, every encouragement is given to boarders to become involved in the activities on offer, or to initiate activities of their own choice. Adequate sleep, personal attention to nutrition and exercise are also essential aspects of the ‘sense of balance’ lifestyle promoted in the Boarding Community.

To achieve all we can in the Boarding Community, we need ongoing communication and sharing amongst the boarding staff and parents. Knowledge is vital in providing the best care possible. Every opportunity to work in partnership with parents is welcomed so we are able to achieve the best outcomes for our boarding students.

I look forward to a positive association with every boarding family. The challenge to each girl is to make the very best use of all the opportunities ahead.
Contact Information

Deans of Boarding
Andrea Dopson
Ann Fisher
T: 6330 0287
E: boarding@santamaria.wa.edu.au

Boarding Assistant
T: 6330 0283
E: boarding@santamaria.wa.edu.au

College Reception
6330 0200
College Facsimile
9317 2838

Student Services
T: 6330 0252
E: absentees@santamaria.wa.edu.au

Bertrand House
6330 0223 or 0437 120 038
Catherine House
6330 0222 or 0437 120 037
Sylvester House
6330 0220 or 0437 120 043
Ursula House
6330 0221 or 0437 120 041

Health Centre
6330 0288 during school hours
Hours
8.00 am – 5.00 pm Monday to Thursday
8.00 am – 4.30 pm Friday
Orientation

An Orientation Weekend is held at the end of the year prior to new girls coming into boarding. The Orientation Weekend coincides with the Year 7 College Orientation.

The Orientation Weekend is conducted by boarding staff and students. The program aims to assist new girls and their families in the transition from home to their Boarding House. Girls have the opportunity to stay overnight in the Boarding Houses, meet other new girls, existing students and other boarding families. It is also an opportunity to become familiar with Boarding routines and expectations.

Each new boarder is given a buddy who participates in the orientation activities and becomes a mentor to the new boarder as she enters boarding. Girls will also be given a ‘big sister’. A number of activities are held throughout the year for new girls, their buddies and older sisters.

First Day for New Boarders
All Boarding Houses are open from 12.00 pm at the beginning of the year, on the day prior to school commencing, with all girls required to be in residence by 5.00 pm. The girls with their parents, are invited to dinner in House groups, followed by House gatherings to start the year.

First Day for Returning Boarders
The Boarding Houses will be open from 12.00 pm. The girls go to dinner in House groups and at 5.00 pm there will be a Sundowner for all parents in the Boarding Recreation Centre to welcome new and current parents.

At the beginning of Terms 2, 3 and 4 the Houses will be open at 1.00 pm with all girls required to be in residence by 7.00 pm. In Terms 1, 2 and 4 there will be the opportunity for parents to join their daughters for dinner in the Dining Room.
## Weekly Routines

### Normal Weekly Routines

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.45 am</td>
<td>Wake up</td>
</tr>
<tr>
<td>7.00 am - 7.30 am</td>
<td>Breakfast in the Dining Room (non-training)</td>
</tr>
<tr>
<td>7.30 am - 8.00 am</td>
<td>Breakfast in the Dining Room (training)</td>
</tr>
<tr>
<td>8.20 am</td>
<td>Leave Houses for School</td>
</tr>
<tr>
<td>3.30 pm</td>
<td>Return to Houses after School</td>
</tr>
<tr>
<td>5.00 pm</td>
<td>Visitors to leave, except families and local leave ends</td>
</tr>
<tr>
<td>5.30 pm - 6.30 pm</td>
<td>Evening meal</td>
</tr>
</tbody>
</table>

### Study Monday - Thursday (compulsory)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30 pm - 8.30 pm</td>
<td>Years 7, 8 &amp; 9</td>
</tr>
<tr>
<td>6.30 pm - 8.30 pm</td>
<td>Years 10, 11 &amp; 12 (girls are then expected to continue study after supper)</td>
</tr>
<tr>
<td>8.30 pm</td>
<td>Supper</td>
</tr>
</tbody>
</table>

### Lights Out

<table>
<thead>
<tr>
<th>Year</th>
<th>Prepare for Bed</th>
<th>In Rooms</th>
<th>Lights Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 &amp; 8</td>
<td>8.30 pm</td>
<td>8.45 pm</td>
<td>9.00 pm</td>
</tr>
<tr>
<td>Year 9</td>
<td>8.45 pm</td>
<td>9.00 pm</td>
<td>9.15 pm</td>
</tr>
<tr>
<td>Year 10</td>
<td>9.15 pm</td>
<td>9.30 pm</td>
<td>10.00 pm</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>9.30 pm</td>
<td>10.00 pm</td>
<td>10.15 pm</td>
</tr>
</tbody>
</table>
Normal Weekend Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>Wake up and breakfast in Houses</td>
</tr>
<tr>
<td>Sunday 10.30 am</td>
<td>Brunch in Dining Room</td>
</tr>
<tr>
<td>12.00 pm - 1.00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>10.00 am - 5.00 pm</td>
<td>Visiting Hours</td>
</tr>
<tr>
<td>5.30 pm</td>
<td>Evening Meal</td>
</tr>
<tr>
<td>6.00 pm</td>
<td>Mass</td>
</tr>
<tr>
<td>10.30 pm</td>
<td>Bedtime (Saturday) (Sunday as per weekdays)</td>
</tr>
</tbody>
</table>

These routines are altered when necessary to accommodate sport, recreation and College functions.

Laundry Opening Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00 am - 8.15 am</td>
<td>All washing should be complete and hung out before 8.15 am</td>
</tr>
<tr>
<td>3.30 pm - 6.30 pm</td>
<td>All washing should be complete and hung out before 6.30 pm</td>
</tr>
<tr>
<td>8.30 pm - 9.00 pm</td>
<td>All washing should be complete and hung out before 9.00 pm</td>
</tr>
</tbody>
</table>
Chapel & Mass
Santa Maria College is a Catholic school, where Religious Education has a primary focus. In Boarding, prayer and the celebration of the Eucharist are the focal point of life. Reverence in the Chapel is important as it helps prepare for prayer.

Prayer is shared in each Boarding House as part of House routine. The weekly Eucharist is the most significant worship of the community. It is important all are present to worship together. Therefore, weekend Mass is compulsory for all students in residence. The Eucharistic celebration is held on a Sunday evening in the College Chapel at 5.00 pm. Girls are to be back from leave by 4.00 pm on a Sunday.

- Dress for Mass should be appropriate. Thongs, tracksuit pants, singlet tops and bare midriffs are not suitable. All girls are expected to have appropriate clothing and footwear for Mass.
- Year 12 girls have the opportunity to be trained as Eucharist Ministers.
- Year 9 girls have the opportunity to be trained as Altar Servers.
- Boarders may be prepared for the Sacraments of Eucharist, Reconciliation and Confirmation. These special events are celebrated with family and friends and will be held at appropriate times to enable them to attend.
- Boarders’ families and friends are welcome to attend our weekly Eucharistic celebrations with the Boarding Community.
Communication

Parent Contact
Parents are encouraged to keep in regular contact with the Deans of Boarding, College Nurses and Housemothers via telephone, email or SMC Mobile App.

Boarders Parents’ Committee
- This committee consists of a President, Secretary/Treasurer and liaison parent for each Year group in each Boarding House.
- Parent meetings are held at times deemed appropriate. All parents are invited and encouraged to attend. These meetings are an opportunity to build partnerships, relationships and networks. They are not the forum for raising individual issues and concerns. Instead, such issues should be addressed directly to the Deans of Boarding, as they arise throughout the term. This ensures a response can be acted on quickly.
- To enable our staff to provide each boarder with the best and most appropriate support, please inform the Deans of Boarding of any family problems or community issues as soon as possible.
- If for any reason parents are not easily contactable throughout the school year, a city guardian MUST be appointed by parents. City guardians must have parental authority to make decisions on matters pertaining to the boarder under their care and are responsible for transporting the student to appointments where possible.
Mobile Phones
Students are welcome to bring ONE mobile telephone into the Boarding House as long as this is used at the appropriate times and with due consideration of other students.

Mobile phones including the use of SMS and games are not to be used during study or meal times, or after lights out. Inappropriate use of mobile phones will lead in the first instance to confiscation for a period of one week. A second offence will lead to the mobile phone being confiscated until the end of term. Parents need to sign the appropriate permission form at the beginning of each year.

Girls are expected to turn mobile phones off during study and have their phone on their bookshelves. Please do not call your daughter during study time. Urgent messages can be conveyed via the Housemothers at any time using the numbers listed under contact details.

Homesickness
Moving away from home and going to any boarding community is a huge transition. It is not a decision made easily and the separation is often traumatic. During this transition period it is important for both the girls and parents to be in regular contact. Homesickness is a very natural part of the transition. Staff and fellow students will assist during this critical time.

Girls will often contact parents when they are feeling at their lowest. Parents are encouraged to ring the Housemothers initially if there are any concerns, and to follow up on their daughter’s concerns.

Girls are encouraged to join in the many activities provided by the College and the Boarding Community to occupy their leisure time, make new friends and learn new skills.
Reports
College and boarding reports are available to parents on SEQTA - Engage at the following times:

End of Term 1  Interim Academic report
              Boarding report for new boarders

End of Term 2  Semester 1 Academic report
              Semester 1 Boarding report

End of Term 4  Semester 2 Academic report
              Semester 2 Boarding report
Medical

Boarders must report all personal health matters, however minor, to their Housemother or the nurse on duty.

The College Nurses work on a rostered basis and provide medical care between the hours of 8.00 am and 5.00 pm Monday to Thursday and 8.00 am to 4.30 pm on Friday. The duty of the nurses is to promote and maintain the health and safety of students, direct intervention in emergencies, illness, communicable disease and other health problems.

If a boarder is sick during school hours, the class teacher will send her to student reception and then to the nurse if necessary. They are encouraged to visit the nurse before school and after school for assistance with medical needs.

Boarding accesses the services of Bicton Palmyra Medical Practice on a needs basis. Appointments are arranged by the College as necessary.

Appointment cards for dentist, orthodontist and specialists must be shown to the nurse well in advance. Wherever possible, appointments are to be kept outside of school hours. Most of our boarding students requiring orthodontic treatment visit Booragoon Orthodontic Centre (T: 9364 8020) or Winthrop Dental Orthodontic Centre (T: 9310 8828). Attadale Dental Therapy Clinic, situated at Attadale Primary School (T: 9330 5876) tends to the dental needs of students in Years 8 – 11. The nurse can arrange appointments if required and transportation should be arranged with the parent or any guardian, otherwise a taxi booking will be arranged.

Appointments for treatment by the physiotherapist are arranged by the nurse. Accounts for these treatments are sent directly to parents. The nurses or Administration Assistant will assist with taxi bookings where transport to medical, dentist or orthodontic appointments is not covered by the parent or city guardian. Students requiring urgent medical attention will be transported by the College Nurse, Housemother or Deans of Boarding.

The Health Centre Record and Medical Practitioner’s Report is to be forwarded to the College Nurse prior to the commencement of the school year and the Health Centre Record must be filled out each year as this is a legal consent form.
All medication brought to the College must be handed to the Housemother or nurse, who will supervise its use. **NO MEDICATION IS TO BE LEFT IN THE GIRLS’ ROOMS.** Please inform the nurse or Housemother of medication required as a result of medical appointments during the holidays or weekend leave.

Any change to the students’ medical needs should be reported to the College Nurse. Each student will need their own Medicare Card for visits to any of the following: X-rays, pathology tests, optical testing, hospital admissions etc. To obtain an application form contact Medicare on 132 011.

Parents are not contacted each time a student has attended the Health Centre. However, when there is cause for concern or it is felt parents need to be informed, the nurses will telephone home. Parents are encouraged to ring the Health Centre if they have any queries or would like to discuss any health related matters.

**Head Lice**

Head lice can be a cause of concern for some parents, boarders and the Boarding Community. They have been around for many thousands of years. Anyone can get head lice and given the chance, head lice will move from person to person without discrimination.

Parents have prime responsibility for the detection and treatment of head lice, and are expected to check their daughters for head lice on their return home from boarding (at the beginning of exeat weekends, holiday periods and any other time they are home) and prior to their return to boarding.

Whilst parents have the primary responsibility for detection and treatment of head lice, the control and management of head lice is a shared responsibility amongst parents, boarders and all members of the Boarding Community.

College Nurses and Housemothers are not responsible for the mass inspection of head lice within the Boarding Community. They will teach and supervise the boarders on how to check each other for head lice. On detection of head lice the treatment will be determined by the College Nurse and it is expected boarders and parents will support this process.
Study
Students in the Boarding Community are able to take advantage of the educational opportunities provided. The study program in Boarding enhances these opportunities and provides a balance between supervised and independent study.
• Boarders in Years 7 to 9 have supervised study in the College Library each day. Years 10, 11 and 12 boarders study in their own rooms. The Library is open for all students until 8.30 pm Monday to Thursday and until 5.00 pm on Fridays.
• Equipment and facilities, including the Internet, must be used appropriately and in accordance with College policies.
• No external modems are to be brought into the Boarding Community.
• Study time is intended to provide the opportunity for
  o homework
  o additional background reading
  o revision
• It is every student’s right to have adequate uninterrupted time for daily study. Supervisors will not permit this to be encroached upon by others.
• If students need to work on a project together, they must negotiate this with the Supervisors prior to the commencement of study.
• Assistance can be provided by the College teaching staff during study time.
• Sufficient sleep is very important in maintaining good health. If more study time is required girls may rise earlier in the morning to do their study. Senior students may arrange with their Housemothers for extra study opportunities.
• Students may bring their own study chair.
• No mobile phone usage during study time.

Assistance is provided to Years 7 to 9 students by study supervisors, including teaching staff. Outside tutors may be arranged by parents for individual assistance. The names of tutors and times of tutoring sessions must be given to the Housemothers prior to the sessions and every tutor must have a Working with Children Card which is to be presented to the Housemother on commencement of tutoring.
Music Practice
Girls learning musical instruments may practise in the College Music Department or in the Boarding House or Recreation Room before school from 7.30 am or after school until 5.00 pm. Pianos are also available in the Boarding Houses for practice. Keeping up their music practice is often one of the most difficult tasks facing boarders. Housemothers will remind the girls liaise with music teachers regarding regular practice, however, the girls need to take responsibility for their own practice times.

Examination Periods
- During Year 11 and 12 examination periods, the Boarding Houses will be open and girls are expected to maintain a quiet, studious atmosphere at all times.
- During Year 11 and 12 examination periods, girls only attend school for their examinations and not normal lessons. Therefore, girls may go home during this period if their examination timetable is such that they have days off.
- On the completion of their individual examination timetable Year 11 and 12 girls may return home and recommence in boarding at the commencement of the following term.
- All departures from and returns to boarding must be notified in writing to the Deans of Boarding.
Catering
Our catering team provide well-balanced, nutritious and varied meals for the Boarding Community. As well as the set menu, individual dietary needs are catered for where necessary. Special diets are catered for when a doctor's certificate is presented stating the specific dietary requirements. If a special diet plan is in place, the girls are expected to take responsibility for its implementation. Special theme dinners are held throughout the year.

Breakfast
All boarders have breakfast in the dining room on weekdays from 7.00 am until 8.00 am where a choice of cereal, toast and hot dishes are provided. Those who are not at sports training are to be at breakfast between 7.00 am – 7.30 am. Saturday breakfast is eaten in the Boarding Houses enabling the girls to sleep in and take responsibility for their own meal, and cleaning up after this meal.

Lunch
Weekday lunches are available for the girls to collect from the College Cafe at lunchtime and eaten at school. Weekend lunches are shared in the dining room.

Dinner
All evening meals are served in the dining room in two sittings. A choice of two hot dishes, vegetables, full salad bar and desserts are served each night.

Snacks
Morning tea and afternoon tea is provided at school and in the Houses. Girls can make themselves supper in their House and fruit is available at all times. Each House has a fully equipped kitchen if the girls wish to do some baking or make snacks for themselves.
Dress

Correct and complete College uniform is to be worn at all College functions. Hair must be tied back. Girls should take pride in their presentation and meet College dress standards.

- Formal winter uniform requires wearing of the blazer daily to school and when leaving school grounds for appointments.
- Sports uniform or school tracksuit must be worn for sport including the SMC cap.
- Casual clothes must be worn after school and at weekends, including footwear at all times. Hats and sunscreen are to be worn when outdoors.
- Dress in the dining room must be clean and appropriate. Hair must be tied up. Behaviour must be exemplary.
- Footwear is encouraged inside the House for reasons of personal health (plantar warts and tinea). Outside the House footwear must be worn for safety.
- In accordance with College policy, no body/facial piercing or tattoos are allowed. One pair of plain sleepers/studs may be worn in the ear lobes to school and a maximum of two pairs when in casual clothes.
- Inappropriate/obvious dyeing of hair will be discouraged.
- Santa Maria College is designated a gum-free campus.
- When the College uniform is worn anywhere outside the Boarding Houses, it must be the full uniform including blazer if the season is appropriate.
- Clothing for socials must be appropriate and will be checked by Housemothers prior to attending the social.
- Girls are expected to dress appropriately for Mass. Thongs are not permitted, strapless tops, tank tops and very short skirts and shorts are not suitable.
- Girls need to have at least one outfit suitable for more formal occasions eg: Mass, formal meals.

Please note: Parts of the College uniform or sports uniform are not to be worn in combination with casual clothes at any time.
What to bring to Boarding

Please keep belongings to a minimum. All items must be clearly marked with the student’s names.

**Bedding:**
- Doona or blankets
- Pillow(s)
- Mattress protector

**Towels:**
- Two bath towels
- One beach towel

**Clothes:**
- Casual clothing to wear around the Boarding House eg: jeans, shorts, dresses, tracksuits, t-shirts.
- Appropriate clothing for socials, shopping and outings
- Appropriate clothing for Mass. Girls are to dress respectfully for Mass; no shorts, brief skirts or strapless/shoestring strap tops may be worn.
- Closed shoes are essential for Mass.
- Footwear must be worn at all times whilst showering.

**Other:**
- Shoe polish kit
- Laundry bag
- Small bin
- Radio with headphones
- Stationery items
- Items to personalise one’s room
- Laundry marking pen
- One place setting - crockery, cutlery and mug.

**PLEASE DO NOT BRING:**
- Electric Blankets/throws
- Heaters
- Kettles
- Televisions
- External Modem
- More than one mobile phone
- Candles
Leave

Conditions governing leave have been drawn up with a great deal of thought and care, with the interest and protection of the girls in mind. Please read them carefully and make sure you understand them fully.

Girls are permitted to go out with relatives and specified hosts. All arrangements with hosts must be in writing including host name, address, and phone number. These details must also be in by Thursday 12.30 pm. Girls are to have completed room clean and laundry prior to leave.

Conditions

- Weekend Leave return is Saturday or Sunday, half an hour prior to Mass or by 6.00 pm.
- All day and overnight leave is to be requested in writing, using the appropriate leave form, and faxed to the Deans of Boarding by 12.30 pm on Thursday.
- Girls are encouraged to spend four weekends in the Boarding Community per term to foster friendships and shared recreational interests. Girls must fulfil their weekend commitments eg team sport, academic and extra-curricular, even when on weekend leave.
- The laundry is closed for cleaning at 9.00 pm, two days prior to exeat weekends and holidays.
- Students must be collected and returned to College by the host stated on the leave form on departure and return to Boarding, under the supervision of the duty Housemother. All hosts unknown to the Housemother will be required to show identification.
- Names must be moved on the magnetic board when leaving the House and moved back when returning.
- If girls have permission to travel by public transport or taxi they must report to the Housemother when leaving and returning to the College. Permission to use taxi or public transport must be given by parents, or at the discretion of the Housemother in special circumstances. In addition, there must be direct contact with the Housemother by the host family wherever public transport is used.
- Arrangements for weekend, overnight and day leave must be organised by Thursday at 9.00 pm via REACH, and checked and confirmed by the Housemother.
• Only family may take their daughter out at short notice should they be in Perth unexpectedly. They will need to be back for study time or parents may choose to undertake this supervision.
• It is against Boarding policy for girls to stay overnight in flats or houses without approved adult supervision.
• Early in Term 1 and the orientation weekend are closed weekends.
• Boarders are not to be transported by P-plate drivers unless a sibling of a boarder and with written permission by parents. The P-plate driver must not take other boarders.
• Neither the Deans of Boarding nor Housemothers have the authority to give permission for a girl to be absent from school except for medical or dental appointments (which should be scheduled after school whenever possible). Such permission is only given by the Principal/Deputy Principal.

In relation to any leave, the Housemother, in consultation with the Deans of Boarding, may refuse permission if she considers that the girl has been out too much or her behaviour not up to the standard we expect in the Santa Maria College Boarding Community. This would be done in consultation with the parents.

**Shopping/Day Leave (without host)**
The Parent permission form ‘Leave without Hosts’ is to be signed for all boarders in the presence of a Housemother.

**Years 7, 8 and 9**
• Physical exercise in the area bounded by Hislop Road, Canning Highway, Point Walter Road and Swan River
• Moreing Road shops
• Melville Plaza
• Supervised trips to Garden City and Fremantle

**Year 10**
• Physical exercise in the area bounded by Hislop Road, Canning Highway, Point Walter Road and Swan River
• Moreing Road shops
• Melville Plaza
• Supervised trips to Garden City and Fremantle
• Supervised trips to Perth (Term 4)
Years 11 and 12

- Physical exercise in the area bounded by Hislop Road, Canning Highway, Point Walter Road and Swan River
- Free choice for shopping, movies and beach with the following provisions:
  - weekend leave to be one day each weekend, not both days.
  - beach leave only granted after attendance at a Surf Awareness program organised by the Deans of Boarding and conducted by the Surf Lifesaving Association of WA.

The following guidelines are to be adhered to by all boarders taking leave without supervised hosts:

- Permission for leave must be sought from the Housemother.
- Permission for leave to go shopping, to the beach or movies must be sought by parent/guardian using appropriate leave form.
- Specific details of departure time, destination, return time and contact number must be left with the supervising Housemother prior to departure.
- There must be a minimum of three boarding girls together for all outings for girls in Years 7, 8 & 9 and Years 10, 11 & 12 girls can take leave in a minimum of two if both can present to the Housemother fully charged mobile phones – if not then they take leave in a minimum of three.
- All girls taking leave without a supervised host, (beach, City, Fremantle & Garden City) can leave at 9.00 am and are to return to Boarding by 5.00 pm on the day of taking leave. This leave is for a maximum of five hours and requires appropriate leave form from parent/guardian.
- Local leave is for a maximum of one and half hours. Local leave finishes at 5.00 pm each day.
- Day leave is for a maximum of five hours, commencing at 9.00 am and concluding at 5.00 pm.
Visitors

Parents and immediate family of the boarders are most welcome to visit the Boarding House whenever they are in the city. Family are also welcome to join us for meals. To ensure adequate supervision however, it is essential the Housemother is informed of the arrival and departure of the visitors on all occasions. It is also important study times are not interrupted by visitors. It must be emphasised that all visitors must report to the Housemother before entering the House.

Visiting Times

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>3.30 pm - 5.00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10.00 am - 5.00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10.00 am - 5.00 pm</td>
</tr>
</tbody>
</table>

Families calling outside these hours are asked to please give Housemothers a call regarding visiting times.

All visitors are to be introduced to the Housemother and male visitors may only be entertained in approved areas (this applies to relatives as well) eg: visitors’ lounges, outside House lawn areas, House courtyard.

Girls are not permitted to visit with boys in cars or walk around the campus together. This provision is for the girls’ safety, as well as to enable the person on duty to carry out supervision.
Student Leadership
The boarders are represented by an elected group of student councillors. The Boarding Council consists of the Head Boarder, Deputy Head Boarder and Year 12 Councillors. The Council meets on a weekly basis with the Deans of Boarding and provides a forum for discussing student issues. The Boarding Council runs the weekly community meetings, assists with organising social activities and helping with the ‘Buddy’ program. Representatives are also selected from all Year groups, with the responsibility to liaise with Housemother and assist in the organisation of girls within the House.

A Catering Council is established each year to meet with the Deans of Boarding to discuss catering issues.

Girls are invited to be buddies for new boarders providing assistance during the transition from home to boarding and as a mentor during the first year of boarding. Year 10 girls are invited to become ‘big sisters’ for the new girls.

Sport and Recreation
There is a great range of sporting and leisure activities available for boarders. Participation in these activities is encouraged for good health, the development of social skills, bonding with other boarders and as a balance to the study demands of school life.

Boarders are assisted and encouraged in organising their time to enable study commitments to be met and a variety of leisure activities be enjoyed.

- The College sport and cultural program is extensive and provides a basis for recreational activities.
- Weekend sport is also organised for boarders. During Terms 2 and 3 girls have the opportunity to play in local netball and hockey competitions.
- Once committed to a sporting team, either College based during the week, or weekends as a member of boarding teams, boarders must ensure they attend all training sessions and set fixtures.
• Individual boarders who have sport or training commitments outside the College are encouraged to attend these with parental permission. Arrangements must be discussed with the Deans of Boarding and costs of transport met by parents.

• Recreation activities are organised on a term by term basis. This calendar is available online and parents are sent a copy of the program at the beginning of each term.

• During the warmer months boarders have access to the College swimming pool for recreational use. All boarders must attend a pool safety talk at the beginning of the year and once of an eligible age, take part in a Bronze Medallion course run by the Royal Lifesaving Association.

• Due care and attention to safety in and around the pool must be exercised at all times.

• Permission to use the pool is given once appropriate supervision is in place.

• Beach leave is granted to Year 11 and 12 students. This leave must only be taken at patrolled beaches and girls must swim between the flags at all times. Prior to beach leave being granted, boarders must take part in a Surf Awareness program conducted by the Surf Lifesaving Association of WA. Parental permission is also required for beach leave.

Money and Valuables
When boarders take part in boarding activities the cost of these is charged to their Boarders Incidental accounts. The cost of activities is advertised to boarders before they are required to sign up for any activity. Boarders are requested to discuss attendance and costs with parents prior to signing up for an activity.

The following items may also be charged to the incidentals account:

• Items from the College Uniform Shop.
• Medications prescribed by the College doctors and purchased at the local pharmacy.
• College excursions and outings.
• Cabcharge

An ATM machine is located at Melville Plaza for girls who have their own bank accounts.
All rooms are fitted with a safe large enough to hold valuables, such as wallets, mobile phones and jewellery. Girls are responsible for their own belongings and must ensure money and valuables are locked away and use only their own clothes and possessions.

The College does not have insurance cover for boarders’ personal effects.

**Transport**

- Boarders are transported by College or hire buses paid for by the College for boarding arranged activities.
- Taxis may be used for small groups of girls to attend events and paid for by the College, if a College or Boarding event.
- City guardians are to be appointed for each boarder. This person will be responsible for transporting the boarding student as required when parents are not available.
- For appointments and any personal trips the cost of transport is charged to the boarder’s account.
- Bookings on TRANSWA services need to be made by parents. When making bookings please be aware of College starting and finishing times and dates. Travel arrangements should not necessitate girls missing any part of the school program.
- Boarders are not permitted to keep or drive cars at school, at any time.
- Boarding Houses remain open until 9.00 am the day following the end of term and mid-term breaks, allowing girls to stay overnight and travel the first day of the break, if necessary.
- Bookings on airlines need to be made by parents. If you are eligible for a travel subsidy provided by the Department of Planning and Infrastructure, you will need to complete the voucher request form available online. Applications are lodged on your behalf. Once you receive the travel voucher number you can make the bookings. A copy of the travel itinerary then needs to be recorded on REACH or emailed to the Boarding Assistant.
- Transport to the East Perth terminal and the airport is provided at the beginning of mid-term and term breaks. Arrangements to return to the Boarding Community from train and bus terminals or the airport after these breaks must be made by parents.
Rooms
All rooms must be neat and tidy prior to going to school, all beds must be made, belongings stored appropriately and all lights and radios turned off. Rooms are inspected daily. Girls must not leave their Boarding Houses at the end of term without having their rooms inspected by a staff member.

• A personal study chair is optional.
• For girls who have extra books and folios a square plastic stow-away container would be ideal.
• A safe is provided in all rooms for valuables.
• A pot plant, photos and small ornaments make your room look and feel more homely but keep to a minimum as your bookcase is required for storing student resources.
• An airtight container for food is necessary.
• Please keep the amount of clothes and equipment to an acceptable level which you can comfortably fit into your drawers and cupboards.
• A laundry bag or basket, washing powder and pegs are essential.

Safety
Electrical equipment - blankets, heaters, jugs and kettles are not permitted. Hair dryers, small radios with earphones and a study lamp are permitted to be used in rooms only. All lights and radios must be switched off when leaving rooms and at lights out.

Damage
The damaging or defacing of walls or furniture or other Boarding House property is considered a serious matter and repairs will be charged to the parents of the girl responsible. Room check and room maintenance reports are to be filled in prior to room occupancy.
Noise
We should be aware of the neighbours we have living quite close by and avoid noise levels that would disturb them. Radios must be turned down low. All boarders are asked to be quiet after 8.30 pm so others can carry out extra study or go to sleep early.

Charges
Living in a residential community provides a framework within which girls can develop co-operation and team building skills. House charges (duties) are part of community living and cover the day to day routine and order of the House. Each girl must be responsible for her own room and share in the rostered duties in the House. The basic understandings of this system are respect for oneself, consideration for others and care of property. Extra duties and possible restriction of leave will be considered where boarders are unable to fulfil these responsibilities.
Behaviour

It is necessary to have set guidelines in the Boarding Community to ensure suitable duty of care, and for organisational purposes. Life in Boarding is based on trust. We must be able to trust the girls in their duties, their school program and in their leisure activities. We hope parents will encourage their daughters to participate in the life of our Boarding Community with mutual trust and accept that planning and organisation are for the common good. Parents and girls are asked to sign a contract of behaviour making a commitment to abide by and support the Boarding Community guidelines.

- We expect girls to make an honest effort to deal courteously and pleasantly with staff, as would be expected with their parents, and to show consideration and respect for their fellow boarders. Where there appears to be a serious lack of consideration, respect, or trust, it may indicate a girl is not suited to, or ready for, living in a large residential community.
- Any boarder found in possession of cigarettes or alcohol will have her parents notified immediately and suitable action will be taken as a consequence of her misconduct.
- Absence from the Boarding Community which has not been approved is a serious matter and will be dealt with in the same manner as above.
- Any boarder found in possession of illicit drugs can be expected to be required to leave the College.
- Any boarder unable to comply with the guidelines and regulations provided will be asked to find accommodation elsewhere.
### My Rights and Responsibilities
The following Rights and Responsibilities are in place to promote a community where everyone is valued and is valuable.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
<th>Examples of Infringements</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have the right to be happy in boarding and to be treated with understanding</td>
<td>I have the responsibility to respect the rights of others and to treat them with understanding</td>
<td>Bullying, verbal abuse</td>
</tr>
<tr>
<td>I have a right to feel safe and secure.</td>
<td>I have a responsibility not to do anything which may threaten or cause danger to myself or others and to report any dangerous situation.</td>
<td>Fighting, some practical jokes, leaving boarding without authorisation or leaving my house after ‘lock-up’.</td>
</tr>
<tr>
<td>I have a right to be treated with respect and fairness.</td>
<td>I have a responsibility to treat all staff and boarders with respect and honesty.</td>
<td>Lack of courtesy, lying.</td>
</tr>
<tr>
<td>I have a right to learn.</td>
<td>I have a responsibility to behave myself in boarding and to keep up to date academically.</td>
<td>Disruptive behaviour, and being unprepared for class.</td>
</tr>
<tr>
<td>I have a right to expect my property to be safe.</td>
<td>I have a responsibility not to steal, damage or destroy the property of others and to take proper care of the College’s property, and to return all found property. I have the responsibility to clearly label all my property.</td>
<td>Vandalism, stealing, interfering with others’ property. Keeping items that have been found.</td>
</tr>
<tr>
<td>I have a right to be protected against threats to my health.</td>
<td>I have a responsibility not to smoke, drink alcohol or take drugs, or encourage any other student to do so.</td>
<td>Smoking, drinking alcohol, taking drugs.</td>
</tr>
<tr>
<td>I have a right to have a clean, pleasant, well maintained school and grounds</td>
<td>I have a responsibility to care for the College environment, to keep it neat and clean and free of litter.</td>
<td>Littering, not cleaning my room, not doing duty.</td>
</tr>
<tr>
<td>I have a right to feel proud of Santa Maria College.</td>
<td>I have a responsibility to behave so the community will respect Santa Maria College.</td>
<td>Unacceptable behaviour out of School and at outside functions eg: shopping and movies, socials.</td>
</tr>
</tbody>
</table>