



SANTA MARIA  
COLLEGE

# Boarding Handbook

2024



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## Welcome

Welcome to the Santa Maria College Boarding community. We feel very privileged to be sharing your daughters' journey through school and aim to work alongside you in ensuring that each girl has a positive experience. We understand the significance of the decision you have made to send your daughter to board with us, so we hope your daughter will flourish in our care.

This booklet aims to help you reference key information about boarding. The Director of Boarding, Boarding Coordinators, Boarding Supervisors and Academic Care Coordinator always welcome your telephone calls or emails and will happily answer any further queries you might have.

## Boarding Values

Trust, Respect and Kindness

## Boarding Motto

Opening doors, hearts and minds

## Contact Information

The Boarding Supervisors are the first point of contact for you in relation to your daughter and are available each morning from 6.30 am- 9.00 am and then again from 3.30 pm- 9.30 pm.

	PHONE NUMBERS	EMAIL
<b>Director of Boarding</b>	6330 0287 / 0429 070 024	<a href="mailto:murray.jane@santamaria.wa.edu.au">murray.jane@santamaria.wa.edu.au</a>
<b>Academic Care</b>		<a href="mailto:boardingacademiccare@santamaria.wa.edu.au">boardingacademiccare@santamaria.wa.edu.au</a>
<b>Recreation Activities</b>	6330 0284 0439 813 547 / 0439 630 247	<a href="mailto:boardingrec@santamaria.wa.edu.au">boardingrec@santamaria.wa.edu.au</a>
<b>Boarding Administration Assistant</b>	6330 0283 / 0407 455 453	<a href="mailto:boarding@santamaria.wa.edu.au">boarding@santamaria.wa.edu.au</a>
<b>College Nurses</b>  <b>Monday to Friday</b> 8.30 am- 3.30 pm  <b>Monday to Thursday</b> 8.00 am- 8.30 am 3.30 pm- 5.00 pm  <b>Friday</b> 8.00 am- 8.30 am 3.30 pm- 4.30 pm	6330 0288 8.30 am- 3.30 pm  6330 0217 / 0407 800 371  6330 0217 / 0407 800 371	<a href="mailto:nurses@santamaria.wa.edu.au">nurses@santamaria.wa.edu.au</a>
<b>Bertrand House</b>	6330 0223 / 0437 120 038	<a href="mailto:bertrandhouse@santamaria.wa.edu.au">bertrandhouse@santamaria.wa.edu.au</a>
<b>Catherine House</b>	6330 0222 / 0437 120 037	<a href="mailto:catherinehouse@santamaria.wa.edu.au">catherinehouse@santamaria.wa.edu.au</a>
<b>Sylvester House</b>	6330 0220 / 0437 120 043	<a href="mailto:sylvesterhouse@santamaria.wa.edu.au">sylvesterhouse@santamaria.wa.edu.au</a>
<b>Ursula House</b>	6330 0221 / 0437 120 041	<a href="mailto:ursulahouse@santamaria.wa.edu.au">ursulahouse@santamaria.wa.edu.au</a>
<b>Student Services</b>	6330 0252	<a href="mailto:absentees@santamaria.wa.edu.au">absentees@santamaria.wa.edu.au</a>
<b>College Reception</b>	6330 0200	<a href="mailto:smc@santamaria.wa.edu.au">smc@santamaria.wa.edu.au</a>
<b>Santa Maria College Website</b>		<a href="http://www.santamaria.wa.edu.au">www.santamaria.wa.edu.au</a>
<b>SEQTA Engage for Parents</b>		<a href="https://parents.santamaria.wa.edu.au">https://parents.santamaria.wa.edu.au</a>
<b>REACH Website</b>		<a href="http://smc.reachboarding.com.au">smc.reachboarding.com.au</a>
<b>College App</b>		Download from the App Store or Google Play

## Directing Your Questions

<b>DIRECTOR OF BOARDING</b>	<b>BOARDING COORDINATOR</b>	<b>BOARDING SUPERVISORS (after 3.30 pm)</b>	<b>BOARDING ADMINISTRATION</b>
Boarding facilities	Oversee boarding events and weekends	Individual management of house daily routine	Travel transport arrangements
Wellbeing Matters	Recreation Activities & Planning	Leave arrangements	Medical appointments
Catering & Meals	Sports: Red's Hockey Red's Volleyball Attadale Netball	Uniform & laundry	REACH management
Parent Events	K2 Dance	Wellbeing of boarders, daily behaviour & diligence in study	Messages
Oversee leave approval	<b>ACADEMIC CARE COORDINATOR</b>	Minor friendship concerns	Recreation activities logistics & planning
	Academic Care: Oversee study tutors and academic support requests		

We have a Boarding Facebook group, which is an excellent resource for parents. If you are not already a member here is the link to join.

[www.facebook.com/groups/boardingparents](http://www.facebook.com/groups/boardingparents)

# The Boarding Facility

## **Boarding Houses**

Our boarding facility has the capacity for 152 girls residing in four different Houses:

- Bertrand House
- Catherine House
- Sylvester House
- Ursula House

## **Rooms**

There are 38 individual bedrooms in each House.

Each House has a:

- Boarding Supervisor's apartment
- Visitors Family Room
- Recreation room (kitchen and lounge)
- Laundry
- Shared showers and toilets
- Furnished courtyard

## **Boarders Dining Room**

The dining room is located at the back of the boarding houses.

## **Recreation Centre**

The boarding facility has a large recreation room and administration area that includes the Director of Boarding, Boarding Coordinators and administration offices. The upstairs recreation area can also be used for visitors, group study, individual tutoring, movie nights on the large screen and musical instrument practice.

## Boarding History

We have a long and proud history of boarding at Santa Maria College. The College opened in February 1938 with approximately 60 boarders and 13 day girls, staffed by seven Sisters of Mercy.

The present boarding facility was built in 1981 and refurbished in 1992. The recreation centre was added in 1996. In 2006, the facilities were upgraded with the installation of air conditioning, refurbishment of bathrooms, re-carpeting and painting of all areas. In 2018 the dining facility was upgraded and in 2019/2020 the bedrooms in two houses were refurbished with the other two houses in 2020/2021. In 2023, individual airconditioning was fitted to each room.

The Boarding community is organised into four separate houses, each with two Boarding Supervisors. The Director of Boarding has overall responsibility for the Boarding community and for the care of the boarders. She maintains close contact with the Principal and teaching staff. There is also a health centre with a roster of two registered nurses.

### **Catherine House**

Named after Venerable Catherine McAuley, the Foundress of the Sisters of Mercy. Catherine McAuley founded the Sisters of Mercy in 1831. Catherine lived in Ireland in the early 19th century, when most people lived in great poverty. She responded to the needs of the poor and made a difference in their lives, providing schools for poor children, shelter and training for poor women, and caring for the poor, sick and dying.

### **Ursula House**

Named after Sister Ursula Frayne, the leader of the group of six Sisters of Mercy who came from Ireland to Perth in 1846 to care for and educate the Catholic and non-Catholic children of the families of the early settlers. She also visited the sick in their homes and cared for orphaned children.

### **Bertrand House**

Named after Sister Mary Bertrand Corbett, the first Principal of Santa Maria College, from 1938- 1960. Sister was a Master of Arts in Classics, with a triple major in Greek, Latin and English. She was also a talented musician, having obtained her teacher's diploma ('letters') when she was 16. An enthusiastic promoter of theatre arts, Sister was responsible for the annual school productions, one of the most memorable being My Fair Lady.

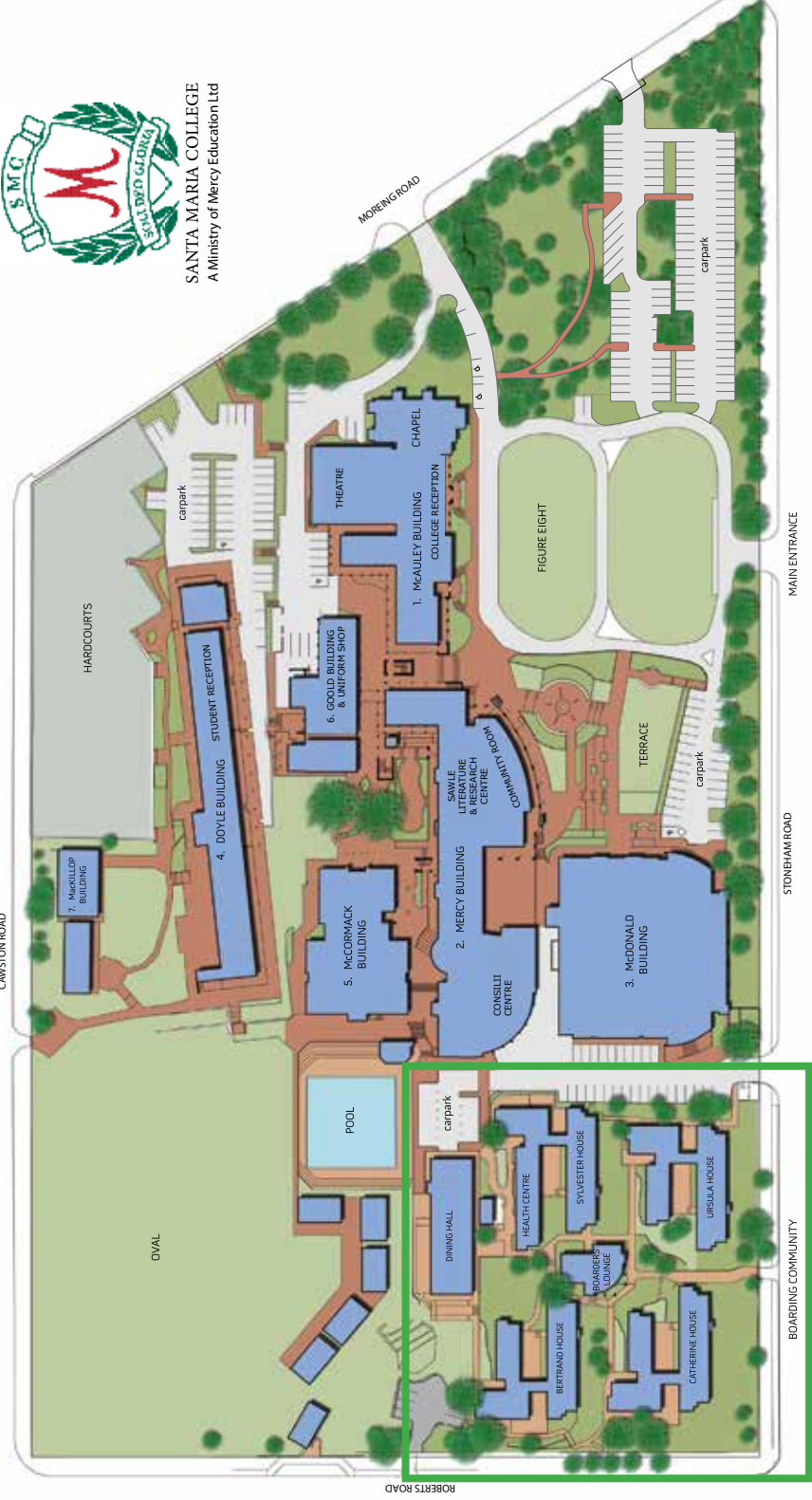
### **Sylvester House**

Named after Sister Mary Sylvester, who was one of the group of Sisters of Mercy who founded Santa Maria College. Sister Sylvester was responsible for the catering in the boarding school and for making the girls' uniforms. A great lover of people, Sister was always ready to listen to and comfort the girls when school life seemed difficult. After visiting Sister, they usually left in better spirits and with some goodies to eat.





**SANTA MARIA COLLEGE**  
A Ministry of Mercy Education Ltd



1.	McAuley Building	College Reception Theatre Chapel	4.	Doyle Building	Junior School Student Reception
2.	Mercy Building	Mercy Community Room (Top Level) Sawle Literature & Research Centre Consilli Centre	5.	McCormack Building	Art & Design
3.	McDonald Building	Assembly Hall Sports Centre	6.	Gould Building	Enrichment Centre Uniform Shop
			7.	MacKillop Building	Multi-Purpose Centre

## Parent Access to Boarding Facilities

Visitors are always welcome as we understand the importance of family in the lives of our girls. Visitors can spend time in the visitors family room or courtyard in each house, the recreation centre, and a boarder's bedroom on request to the boarding supervisor.

At the start and end of holidays and weekend breaks, all family members can come into the house to help with pack up and and set up of rooms.

## Rooms

The girls love to decorate their bedrooms in boarding. They can bring pictures, soft toys and pillows to add to the feeling of homeliness. Allowing your daughter to assist in selecting items for her room can add to the excitement of coming away.

The girls sleep on king single beds. Boarding provides the sheets and pillowcases to fit these mattresses. Girls need to bring a mattress protector, pillows, doona and doona cover. A double size doona works well on these mattresses. The linen service collects bed sheets and pillowcases once a week.

Each bedroom has climate control, a king single bed, desk, wardrobe, drawers, whiteboard, pin up board and towel rail. A safe is provided for each boarder in their room to store money, jewellery and other valuable items.

### Care of the Rooms

Each of the girls is responsible for the condition of the room allocated to her each semester. We encourage girls to inform their Boarding Supervisor immediately of any maintenance required in rooms or accidents that result in damage. Boarding Supervisors inspect rooms every weekday morning as the girls go to school. Girls may not be allowed leave in the afternoon to take part in afternoon activities if their room has not been left clean and tidy. Mobile phones may also be withheld until the room has been tidied. Boarders will incur the cost of any deliberate damage or graffiti to boarding property.

The houses are vacuumed by the cleaning team weekly. Girls must make sure that their floor is completely clear on vacuuming day.

### Room Checks

To mitigate the risk of harmful substances entering boarding, random searches of bedrooms may take place under the direction of the Director of Boarding. The boarder may or may not be present when the Director of Boarding, Boarding Supervisor / coordinator search bedrooms. Staff will confiscate any items in breach of the boarding code of conduct (eg medications, alcohol, smoking or vaping equipment) and/or is deemed a risk to student and/or staff. A consequence will be put in place if harmful items are confiscated from a boarder's bedroom.

## House Allocations

Placement into houses takes into account:

- Year groups
- Numbers in each year group
- Sisters
- The girls' preferences
- Individual pastoral needs
- Boarding staff suggestions
- Previous house placements

Interacting with boarders who come from diverse backgrounds and appreciating these differences is part of what makes boarding a rich learning experience.

Boarders learn to;

- Be adaptable in new situations
- Show resilience
- Find interest in meeting new people
- Live amicably with others

The Director of Boarding, in consultation with the Boarding Supervisors and Boarding Coordinators, is responsible for house allocations. Parents are asked to demonstrate a positive outlook in supporting their daughter to manage each new house allocation. An understanding of the complexity of the process is much appreciated. The configuration of each house varies from year to year.

## What To Bring To Boarding

It is important for boarders to bring items to make their boarding space comfortable and homelike. Parents are asked to monitor the amount of luggage their child brings to boarding. Please keep belongings to a minimum. Every item brought into boarding must be clearly marked with the boarder's name. It is preferable that labels are sewn onto clothing items. Please also remember to mark watches, sporting equipment, calculators, phone, laptop chargers and other personal possessions.

## **Clothing**

- Full school uniform and sports uniform.
- Casual clothes to wear in the boarding community (eg jeans, shorts, dresses, t-shirts, tracksuit), about a week's worth, including underwear, socks, pyjamas, dressing gown.
- Appropriate clothing for socials
- Respectful and appropriate clothing for Mass
- Bathers and rashie
- Hat for wearing for walks, runs, outings and at the pool

## **Shoes**

- School shoes
- Sports shoes
- Slippers/ugg boots
- Rubber thongs to wear in the shower
- Smart casual shoes for Mass (sandals in summer)

## **Bedding**

- Double or kind single doona and doona cover for a king single bed (fitted and flat sheets are provided and laundered weekly)
- Rug (for extra warmth and decoration)
- Pillow (pillow cases are provided and laundered weekly)
- Mattress protector

## **Towels**

- Two bath towels
- One beach towel
- 2 x tea towels

## **Toiletries**

- Soap
- Toothpaste and toothbrush
- Roll on deodorant (no aerosols)
- Sunscreen
- Sanitary products
- Shampoo and conditioner
- Nit comb and treatment
- Band-aids
- Box of tissues
- Hair brush (no hairspray)

## **Laundry**

- Laundry bag
- Laundry marking pen
- Washing basket
- Washing powder
- Pegs
- Clothes airer (optional)

## **Other**

- Key card for access to bank account or a small amounts of cash
- Photos and other items from home to personalise your room
- Plastic basket to carry toiletries to the bathroom
- Coat hangers
- 2 x Airtight containers to keep snack food
- Alarm clock
- One phone
- Shoe cleaning kit
- Small bin and bin liners
- Reusable cup (like a keepcup)
- Crockery and cutlery: one of each of the following – plate, bowl, mug, microwave bowl, fork, spoon, butter knife
- Head phones
- Reusable shopping bag
- Insulated lunch bag
- White board markers
- Ream of A4 paper
- Water bottle (not glass)
- Hand sanitiser
- Disinfectant wipes
- Photo of medicare card stored in Notes section on phone.

## **Optional**

- Plants
- Wet weather jacket
- Heat pack
- Umbrella
- Years 9 - 12 students may bring a bike, bike helmet and lock. Students must complete a bicycle induction course and parents must complete a permission form before the bike can be used. Bikes cannot be stored over the summer break.
- Labelled plastic box with a lid for storing food in the house recreation room

## What Not To Bring

**Aerosols** of any type, including deodorant, hairspray, body spray

- More than one mobile phone
- Large quantities of sweets or drinks
- Electric blankets
- Heaters
- Kettles
- Candles
- Fairy lights (battery & electric)
- Diffuser/oil burner/incense
- Aquariums
- Personal gaming machines
- Televisions
- External modem
- Powerboards
- iPad
- Fans
- Salt Lamps
- Fridge
- Untagged hair dryer, hair styler or hair curler

## Mobile Phones / Laptops

Girls can have one mobile phone and their College laptop while in boarding. All other devices must remain at home. The boarding house must have an accurate record of the current mobile phone number of each boarder. It is the responsibility of each girl to advise their Boarding Supervisor of changes to their mobile phone number.

Each boarder will need to adhere to the mobile phone guidelines and will be asked to read the Boarding Mobile Device Policy, Boarding Code of Conduct and Boarding Community Schedule.

Research indicates that excessive mobile device use may lead to:

- Poor sleep quality
- Mental health concerns
- Lack of physical activity
- Social Media dependence

In signing this agreement, boarders acknowledge that they have read the policy and that they are willing to abide by the guidelines of mobile device use within the boarding house.

### **Mobile phones and smart watches:**

- Are to be handed to the Boarding Supervisor at the age-appropriate time each night according to the boarding community schedule.
- Cannot be accessed during the study period between 6.30 pm – 8.00 pm.
- Should remain in the house for recreation activities unless the Boarding Supervisor gives special permission via the rec activity sign up information.
- Will be returned to boarders in the morning once girls are dressed, their rooms are tidy and they have been to breakfast.
- Are to be handed in before going to school and can be collected on returning to boarding at the end of the school day (Years 7-11)
- Should not be taken to the dining room.
- Should be answered whenever girls are on local leave or day leave.
- All boarders must be contactable by staff at all times while out without adult supervision.
- Years 11 & 12 boarders will have extended access during the examination periods

Please note: If girls have their mobile phone confiscated, parents will be informed.

## **Social Outing Dress Guidelines**

How Santa Maria boarders dress at social outings should be appropriate to the type of activity that they are attending. The girls should always be aware that they are representatives of the College at any recreational activities organised by the College or by ABSA (WA).

Girls who do not dress appropriately for the occasion will be asked to change before departure for the social outings. The girls can assist this situation by checking with their Boarding Supervisors whenever they are unsure.

- Boarders should dress to protect themselves from sunburn when activities are held outdoors. This includes clothing that covers shoulders, back and arms, broad brim hats, sunglasses and regular application of sunscreen.
- If bathers are required for an activity, casual clothes should be worn over the bathers for transport to and from the event.
- When boarders are asked to dress to a theme, they should still also maintain the required social dress standards outlined in this document.
- No articles of clothing (including hats) should contain rude or offensive logos.
- Boarders attending socials will be required to leave jackets on the bus. This should be taken into account if warmth is needed.
- Articles of the College uniform cannot be worn to recreational activities or on leave.





### **Acceptable Skirts, Shorts**

- The skirt/shorts should not be overly tight or shorter than mid thigh.
- The fabric should not be sheer or ripped.
- It should not be possible to see underwear when moving, dancing or bending over.

### **Acceptable Tops**

- Girls should wear underwear under their tops.
- Tops should not resemble articles of lingerie (lacy and sheer).
- Backless tops are not permitted.

Girls should note that additional dress requirements or changes to the current standards may be stated before any event. Boarding staff will communicate with girls in plenty of time if this is the case. This may happen because the hosting school has set some different expectations.

## **Mass & Liturgy**

As a Catholic school, part of the girls' weekly routine is attendance at Mass or Liturgy. This is a reflective and important way for us to celebrate as a community. Boarders are required to take an active role in the services.

Our girls must acknowledge the Chapel as a space of reverence and prayer. They need to dress respecting the Chapel and all that it means to Santa Maria College.

It is expected that the following behaviours and standards be observed in the College Chapel:

- Dresses or skirts must be mid thigh or longer.
- Sport slides and thongs are not permitted. Shoes or sandals are suitable.
- Water bottles are not permitted.
- Shoestring tops are not appropriate.
- No school uniform items may be worn.

## **Uniform Guidelines**

The uniform is a sign of identity with the College and should be worn with pride. Each student is expected to be appropriately attired in full uniform, while at the College, travelling to and from the College, and when representing the College at external events.

## **Personal Presentation**

- Students are expected to take pride in their appearance, to be neatly attired and well-groomed.
- The College blazer is always worn as the outer garment outside the College and for assemblies in Terms 2 and 3 and school photos.
- During Terms 1 and 4, the College hat must be worn to and from school, during recess and lunch.
- The College jumper may be worn during the school day throughout the year.
- Winter uniform shirts are to be worn tucked in.
- Uniform dresses and skirts are to be knee-length.
- Hair that is collar length or longer must be neatly tied back.
- Hair accessories are to be kept simple and to be in College colours of red, white or bottle green.
- Hair that is obviously streaked, tinted or dyed, or is a colour not natural to the student is not permitted.
- Coloured nail polish and false nails (including French polish) are not permitted.
- Makeup is not permitted.
- False/extension eyelashes are not permitted.
- Socks are to be folded white ankle socks, not sports socks.
- Shoes and laces must be in good condition and shoes must be polished regularly
- Sports shoes are to be predominantly white. If difficult to purchase white shoes, then shoes in subtle colours should be chosen rather than fluorescent or black.

## **Jewellery**

- Accessories are restricted to a wristwatch, one simple ring and one simple gold or silver neck chain with a Christian symbol.
- Students may wear one small silver or gold sleeper or stud in the bottom of each ear lobe. Sleepers should be no more than 12mm in diameter and studs should be no more than 5mm in diameter.
- No other piercings of any kind are permitted. Students who attend the College with additional piercings will have them confiscated.
- Rings, necklaces, studs or sleepers are not to be embellished with gems, coloured stones or beads of any kind.
- Bangles, bracelets and anklets of any kind are not permitted.

## **Stockings**

In Terms 2 and 3, students are expected to wear opaque black tights. Student Reception and the College Uniform Shop keep a supply of stockings, which can be purchased throughout the day. If a student's stockings are laddered or have holes in them, they will be required to buy a new pair. Keeping a spare pair of stockings in the student's bag is recommended.

## Casual Dress Days

On casual dress days, students are required to dress, in accordance with, the above guidelines. The College's expectations of such occasions are published in the daily notices before the event.

## Labelling Clothing Items

All clothing items must be clearly labeled with the student's name and house on them. It is essential that boarders label any new clothing purchased while in boarding.

## Uniform Shop

Opening Hours

Tuesday 8.00 am – 4.00 pm

Wednesday 8.00 am – 4.00 pm

Thursday 8.00 am – 4.00 pm

Contact Details

T: 6330 0250

E: [santa.maria@midford.com.au](mailto:santa.maria@midford.com.au)

Buy your uniform items online

Go to [www.midford.com.au](http://www.midford.com.au)

1. Select Santa Maria College from the Online School Shops tab
2. New users to click the 'Register New Account' button
3. Start the registration process by selecting Santa Maria College from the drop-down menu and add the unique school password: SMC1938
4. Add your personal information, create a username and password
5. Order the items you need, select pick-up in-store or option home delivery

Secondhand uniforms – buy and sell

If you are interested in purchasing or selling second-hand uniforms, a great place to go is to this Facebook Group:

<https://www.facebook.com/groups/1116253338478811/>

## Meals

Our catering team, plan and prepare balanced, nutritious meals for our boarders. The menu is varied and uses fresh seasonal produce. The meals cater to all tastes and dietary requirements. Boarders are to attend all meals.

Breakfast, afternoon tea and dinner are served in the dining room. Morning tea and lunch are provided at the College café.

Girls can have an input into the menu and meals through the comment book in the dining room. The head chef meets regularly with the Director of Boarding. Boarding Student Leaders give feedback and contribute to meal planning to maintain student voice.

Parents and immediate family members are always welcome to join their daughter for breakfast, afternoon tea or dinner.

Cafe morning tea and lunch menus are available each day on SEQTA Engage in daily Notices.

Boarding term menus are distributed to boarders and parents each week, via the College App.

### **Special Dietary Requirements**

Girls who have a medical certificate from a medical practitioner relating to food allergy or intolerance will be catered for. Unfortunately, we cannot cater to individual preferences. Special dietary requirements, outlined by a medical practitioner, can be discussed with the head chef in a meeting attended by a Boarding Supervisor or the Director of Boarding. The boarding house should be kept informed of any changes to requirements.

We currently have several girls with nut allergies. Santa Maria College is an allergy aware school. Parents are asked to be mindful of this when providing food for their daughters.

### **Dining Room Attire and Behaviour**

- Casual clothes or full College uniform are suitable for the dining room
- Pyjamas and slippers cannot be worn for any meals
- Mobile phones are not permitted in the dining room
- Shoulder length hair should be tied back for meals before entering the dining room
- Bare feet are not permitted in the dining room
- Hats are not permitted
- Hand sanitiser is to be used on arrival and departure from the dining room.

### **Uber Eats/Food Delivery to Boarding**

Girls in Years 9- 12 may order takeaway meals to be delivered to the boarding house on weekends. While acceptable occasionally as a treat, parents are asked to discourage the girls from having takeaway meals regularly.

The times that food may be ordered to the boarding house are:

Friday	7.00 pm – 8.00 pm
Saturday	12.00 noon – 8.00 pm and until 9.00 pm for Years 11 & 12
Sunday	12.00 noon – 3.00 pm

### **Years 7 – 8**

Girls in the younger year groups are not permitted to arrange food deliveries for the boarding house. The only exception would be if this food were brought in by a parent.

### **Years 9 - 10**

Girls must discuss the proposed delivery with the Boarding Supervisor on duty. Boarding Supervisors can say no to any food delivery, and this may be based on several factors, including:

- The other activities scheduled for the day
- Proximity to mealtimes
- The type of food being ordered, and the amount of additional “unhealthy” meals and snacks consumed
- Girls must be available to collect the delivery.
- Delivery is only permitted via Gate 6 on Roberts Road.

### **Years 11 - 12**

- Older girls may order food delivery without parent permission, but in consultation with the Boarding Supervisor.
- On a Saturday night, later orders are possible for the boarders in Years 11 and 12. With Boarding Supervisor permission, it may be possible to have food delivered up until 9.00 pm

### **Birthday Cakes**

If parents wish to deliver a cake and join their daughters when the cake is shared, it is essential that the timing is discussed with the Boarding Supervisor.

## **Recreation Program**

The Australian Boarding Schools Association (ABSA) – WA Branch, conduct a meeting each term to plan suitable recreation events. This calendar of events are opportunities that can be attended by all boarding schools.

Santa Maria boarding supplements the ABSA calendar with other activities to ensure that our boarders have wide-ranging experiences out of school hours.

When planning the recreation calendar for each term consideration is given to:

- Ensuring the girls live healthy, active lifestyles with screen-free time
- Choosing age-appropriate activities
- Balancing the types of activities available
- The season
- Keeping down costs for families

In addition to weekend activities, the girls are busy

- Playing weekend sport
- Participating in College co-curricular
- And taking time to relax

Occasionally our calendar of events includes something more expensive (live theatre is an example). For anything higher than \$50.00, parental permission is obtained for girls to attend. In all other instances, the girls can sign up for recreation activities online. Sign up for activities is needed by Wednesday afternoon. Activities are charged to each boarder's account which includes the activity and the cost of transport.

Living in boarding also includes many other events and special celebrations such as:

- Year group dinners
- Guest speakers
- Exercise classes
- Theme dinners
- Birthdays and other special occasions
- Coolock Cup

### **Sleepovers**

The girls can request sleepovers in house recreation rooms with up to 10 girls. These are only possible on Friday or Saturday nights. For any sleepover, girls should seek the permission of the Boarding Supervisor with at least 24 hours notice required. In any sleeping arrangement, a boarding house can only accommodate a maximum of 38 girls. Sleepovers are not permitted in individual bedrooms.

### **Visitors to Boarding**

If a boarder would like a friend, who is not a boarder, to visit they are to:

- Ask the Boarding Supervisor if it is suitable for them to visit on that date and time.
- When the visitor arrives they are to introduce them to the Boarding Supervisor on arrival and sign in. The Boarding Supervisor will take down the friend's name, phone number and parent contact information.
- When the friend leaves they must goodbye to the Boarding Supervisor.

## **School Attendance**

School commences each day at 8.40 am. Girls are required to depart their boarding house by 8.20 am. This allows time for the girls to go to their locker and prepare for the school day ahead before going to homeroom.

## Health Care

Two College nurses support the boarders' health care. The nurses' medical room is located in boarding before and after school every day. During the day, the nurses work from the health centre at the College. The boarders are welcome to visit the nurses in either location.

The nurses can treat minor injuries and ailments. Sometimes the nurses will recommend that a boarder sees a doctor. Parents will be informed in this instance. We generally book all appointments at the Point Walter Medical Centre, which is very close to the College grounds. At the time of enrolment, parents will be required to complete the necessary paperwork for these medical rooms.

Girls who contract an infectious disease will need to be collected from boarding by parents or the city guardian, to prevent the spread further through the community. This may also be advised for girls who are likely to be unwell for a lengthy period of time. This would be done in consultation with parents, the nurse and the Director of Boarding.

The College nurses do get to know our boarders very well. They welcome phone calls from boarding parents to discuss anything related to the wellbeing of the girls.

In addition to the nurses, all boarding staff have first aid training. They are all able to assist with the management of minor illnesses, injuries and medication. In the event of an emergency, boarding staff will call for ambulance assistance. In either instance, parents will be informed as soon as practically possible.

### Medications

Unless authorised by the College nurse, boarders are not permitted to keep medication in their room or their locker. For example, medications such as paracetamol, antihistamines and vitamins. Medications are to be registered with the nurse along with all relevant information including changes of dosage. Nurses follow instructions recorded on the packet or script.

The pharmacy, used by the College, will fill any prescriptions required by the doctor, and the amount for these will be charged to boarders' accounts. Schedule 8 medications should be provided in blister packs for accuracy of administration.

To ensure the safety of our boarders, it is essential parents support the storage of medicines with the Boarding Supervisors.

Some medical requirements, like ointments and asthma inhalers, will be allowed in the girls' room, but this will only be with the specific permission of the nurses.

### Appointments

Where possible we request that parents organise appointments during the school holidays if your daughter needs to attend an appointment to see a medical professional such as:

- Physiotherapist
- Orthodontist
- Medical Specialist
- Dentist

If these appointments are required during term time, we request that these be booked in consultation with boarding administration and support the boarding transport policy. Our driver is only available on Tuesdays at no cost to boarders' accounts, for appointments within a 10km radius of the College. At all other times, family accounts will be charged an hourly rate to cover the cost of staffing transport requests.

A list of preferred medical professionals is listed on page 45.

### **Medicare Cards**

We require all boarders to have their own Medicare card. Please apply directly to Medicare. Medicare cards should be stored in the girls' room and a photo of the card stored on their phone.

## **When a Boarder is Unwell**

Girls who are feeling unwell need to speak with their Boarding Supervisor. The Boarding Supervisor may recommend they see the College nurse who is at boarding every morning. Awareness of the following procedure is essential, particularly for boarders in Years 11 and 12 as SCSA oversees the students attendance at school.





By 9.00 am, the Boarding Supervisors on duty will complete the following communication with parents and school:

- **Phone Call to Parents:** This call is to inform the parents that their daughter is not well enough to attend school and if a city guardian is required to pick them up. Parents should also be advised that there will be assessments missed (if relevant).
- **Email:** Student Services, Dean of Year (who will inform class teachers) and boarding administration of the absence from school.
- **Communication with Dean of Year:** The Boarding supervisor or parent will communicate with the Dean of Year if there is to be an extended absence.

### **Extract from the School Assessment Policy**

The full assessment policy is available to all parents on SEQTA; however, the following extract is important for all parents to know. The Boarding Supervisor follows these responsibilities in partnership with parents.

- Monitor upcoming assessment dates on SEQTA-Engage.
- Communicate directly with the teacher of any missed assessment via email, advising of absence and awareness of assessment to be missed.
- Avoid taking students out of school for extended periods of time.
- Contact the Dean of Year to discuss extended absences and notify the College in writing well in advance of the absence.
- Provide a medical certificate when the student is absent due to illness for three days or more.
- Support their daughter to complete an assessment at appropriate missed assessment time.

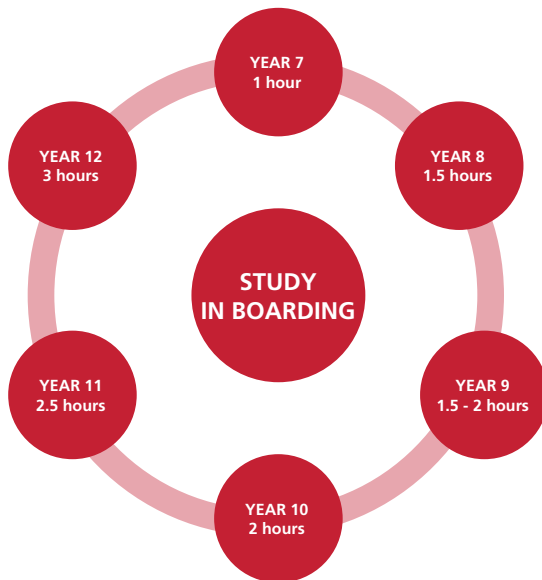
### **School Policy on Lice**

Under the School Education Act 1999, students who have head lice are to be kept away from school until treatment is started. In the case of a boarder, they will be kept away from the day school until the treatment is started. Each boarder is to have their own lice treatment pack.



## Study in the Boarding House

All boarders are encouraged to achieve to the best of their ability academically in an environment that supports good study habits. These are the minimum times required at study each Monday to Thursday.



### Boarders in Years 7 - 9

#### Year 7 Study

Supervised study in the Plaza from 6.30 pm- 7.30 pm on Monday- Thursday evenings. The girls are supervised by study tutors. Students use of the College planner, organisation, time management and study strategies are key areas promoted during study each week. Year 7s are welcome to remain until 8.00 pm should they require the additional time. On Sundays, girls study in their room between 6.30 pm- 7.30 pm to prepare for the week.

#### Years 8 & 9

Years 8 and 9 boarders study in the Plaza and surrounding classrooms. Years 8 and 9 students are supervised from 6.30 pm- 8.00 pm on Monday- Thursday evenings. One study tutor is allocated to Year 8 boarders and another to Year 9 boarders, with support provided to students with planning and completing homework tasks, revising for tests and various study strategies. On Sundays, girls study in their room between 6.30 pm- 7.30 pm to prepare for the week.

## **Study Expectations**

- All girls are to hand in phones before study.
- Boarders must arrive on time to study at or before 6.30 pm.
- Girls should be prepared, bringing all of the required textbooks, stationery, College planner and a fully charged laptop.
- The study supervisor will mark attendance.
- Boarders should choose to sit at a desk in an area where they can be most productive in completing the required tasks.
- The first task of each session is to check the planner and create a schedule for study.

The following guidelines for Years 7 – 9 study must be adhered to by all girls:

- Laptop screens must be visible to staff at all times. Girls should be aware that browsing history can be checked when using the College network.
- Girls must work independently and quietly during this time. Conversations and any other noise can be disruptive to those girls wanting to work quietly and others needing to prepare for assessments.
- After the first hour, girls who have group work may ask to move to another area.
- Listening to music through headphones is permitted. Girls should not be searching for individual songs through music platforms (eg Spotify), instead be listening to a pre-prepared playlist.
- Girls may not access any social media during study time.
- All girls should quietly finish study respecting their peers who may wish to continue with more work.
- Pyjamas are not permitted to be worn in the Plaza at any time.

Girls are to be thoughtful of peers and follow the instructions of the study tutors while working in bedrooms, the recreation centre or the Plaza.

- Girls must get permission from their study tutor to leave the study area.
- To leave the Mercy building, a boarder must be accompanied by another boarder.
- Girls should take a drink bottle to study.
- Buildings are alarmed, so girls must depart through the gate at the bottom of the stairs. No other external door should be used.

What to do when homework is complete:

- Prepare for the next day at school
- Summarise topics using a concept map
- Read a text required for English or a novel
- Complete the revision questions at the end of previous chapters
- Plan ahead for future assessments
- Plan your time for the week. Make sure you include commitments to activities, music practice and some downtime in your weekly plan
- Highlight main points or make summary notes
- Work with a study tutor to enhance study skills
- Write letters to family and friends

The boarders in Year 9 will begin to transition to study in their Houses in Term 4. At this time, girls will study two nights a week in their room, and the other two will be in the Plaza. For varying reasons, individual girls may still be required to work in the Plaza every night.

When girls return to the house after study, they can have supper in the house recreation room and use their phones to call home. At this time, they should be mindful of students still working in their rooms and be very quiet in the corridors. Conversations and other noisier activities can be had in the house recreation room.

### **Boarders in Years 10 – 12**

Independent study in rooms from 6.30 pm- 8.30 pm on Monday- Thursday evenings, depending on the year group. On Sundays, girls study in their room between 6.30 pm - 7.30 pm to prepare for the week. By Year 10, students have begun to develop more independent study and revision strategies based on their different learning styles and particular courses studied. Senior students still have the opportunity to access the study tutor in the Plaza during this period. They are encouraged to utilise the various study skills resources presented to them at the College, such as Elevate.

The following guidelines must be adhered to by all girls studying in the house:

- Room doors must remain open at all times during study time.
- The girls should not move between the rooms.
- Mobile phones are not to be used during study. They must be handed to the Boarding Supervisor before 6.30 pm.
- Laptop screens are to be visible to the supervising staff member at all times
- Girls are to be seated at their study desk.
- Boarders should not be on their beds during study time (unless they have spoken to the supervising staff member. This would mostly be due to illness).
- If group work is required, girls may do so in the house lounge or family visitors room.

Girls who are not able to work independently under these guidelines and need supervision will be asked to go to the Plaza or house recreation room for study.

Boarders returning from sport or leave during study must be quiet and not disrupt others. They will complete study in their rooms after showering and having their meal.

### **How can parents help?**

The starting point for your daughter when in need of additional academic support should always be their classroom teacher. Hence, it is appreciated if you could encourage your daughter to take advantage of this opportunity for academic assistance. There are several options available for your daughter to approach their teacher regarding assistance.

They can:

- email their teacher to arrange a meeting time out of class,
- ask their teacher during the lesson to assist them in class, or
- see the teacher at the start/end of the lesson to arrange a meeting time.

Encourage your daughter to use the resources provided to all students through specific study skills programs presented by their Dean of Year during Pastoral Care Time.

Other options for your daughter to access academic help include:

- Years 7- 9 Homework Heroes program – Tuesday and Wednesday 3.30 pm- 4.30 pm
- Years 7- 9 MacQLit – Reading Support Program
- Years 7- 12 MathsHelp – Wednesday 7.30 am- 8.30 am
- Years 11- 12 OLN Help- before school in Terms 2 and 3 (Enrichment Centre)
- Tutoring and Mentoring (TAMS) Program offered by Year 12s for Year 11 students
- English – Creative Writing Club

\*Please note these days and times are for 2023 and next year's dates will not be finalised until Term 1 2024.

If you have any queries regarding these offerings or any of the other information provided, please do not hesitate to contact your daughter's Dean of Year or:

Deputy Principal – Teaching & Learning : [kingwell.jayne@santamaria.wa.edu.au](mailto:kingwell.jayne@santamaria.wa.edu.au)

Boarding Academic Care Coordinator: [academiccarecoordinator2024@santamaria.wa.edu.au](mailto:academiccarecoordinator2024@santamaria.wa.edu.au)

## Leave

All parameters determining leave are made with the safety and wellbeing of the girls as the primary consideration.

### Leave Guidelines

- The guidelines vary for each year group and reflect increasing maturity and responsibility. Boarders must be aware of the conditions for their year group.
- Parents can take their daughters out on leave at any time.
- Parents must give permission in REACH for all leave (except local leave) that their daughters take from the boarding house.
- Boarders may not leave the boarding house without permission. They must always speak to the Boarding Supervisor before departure.
- All boarders' mobile phone numbers must be recorded in the boarding house. Boarders must inform the Boarding Supervisor if their mobile number changes.
- All boarders' must have their boarding house, Boarding Administration, Director of Boarding and boarding Coordinators phone numbers in their mobile phone.
- While on leave, boarders must continue to apply the College code of conduct as representatives of the school.
- Boarders should leave the boarding house either in full school uniform or in respectful casual clothing. They may not wear a combination.
- Boarders should endeavour to spend some weekends in boarding to encourage community involvement and building of friendships.

### Leave Application

REACH is a web-based application which is available to parents to enable them to create and approve their daughter's leave arrangements. It can be used 24/7 from any tablet, smartphone or computer that has access to the internet. Santa Maria College uses REACH for all leave and parents will be given a unique access and password when their daughter commences in boarding. Please do not provide this information to your daughter as your daughter will receive her own unique password. Parents can enter the full details of suitable hosts through the REACH leave system, including the details of your daughter's city guardian. It should be noted that mobile phone numbers and addresses are required for all hosts.

Years 10, 11 and 12 boarders are given permission to create their own REACH leave, which is then to be approved by parents, followed by approval from Boarding Supervisors or the Director of Boarding before leave is taken.

## **REACH Boarding System for Parents**

The REACH Boarding System is a student management system that is designed specifically for boarding schools. It helps your school to manage a whole range of residential activities including leave, rollcalls, student records and staff reports.

As a parent, you will use the REACH system to request and approve leave for your child and to set which hosts your child is permitted to go on leave with. Your child will also use REACH to request leave and to record their movements outside of the boarding house. This includes various on campus and off campus locations that your school has chosen to monitor. Using REACH enables your school to know where your child is at all times when they are in the school's care.

REACH is a cloud based product and you can access your school's REACH portal from any device that has a browser with internet connection. As a parent you can also access REACH using the REACH Student and Parent mobile app which is available for Apple and Android smartphones.

### **How to access your REACH Portal**

Via your web browser go to <https://smc.reachboarding.com.au>

To download the mobile app for your smartphone search for REACH Student and Parent App in the Apple or Google app stores.

### **How to create Leave Requests**

Creating a leave request is simply a matter of opening the Create Leave Request form in your REACH login and completing the form. Most of the fields are drop down selection and they will guide you towards your appropriate selections.

Two fields will require your text input and these are your Destination and also any Notes that you want to or are required to place in the leave request form.

Once you have submitted your leave request REACH will then automatically contact your parents and any hosts that are involved for approval. When your parents and any host that are involved have approved the leave request, REACH will then contact the boarding staff for final approval of your leave request.

You will receive an email from REACH when your leave request is approved by staff.



### **Important information about your Leave Request Form**

- The leave types that you are able to request for your child are set by your school
- The transport types that you can request are set by your school
- The Hosts that your child can go on leave with are set and approved by you as parents
- If your request is for a regular recurring event then you can set a recurring pattern for the use the leave request
- The Destination field is a required field
- In some instances the Notes field may also be compulsory when set by your school
- You will be able to see the current status of any leave request in your login profile.

### **How to add Approved Hosts for your child**

The fastest and easiest way to add approved hosts for your child is to use the Quick Host option in your Leave Request Form. In the Host selector field simply select “Create New Host” and add the host’s details. When this is saved the new host will then be added to your child’s profile and you can then select that host for future leave requests also.

## **Guide to Boarder’s Leave**

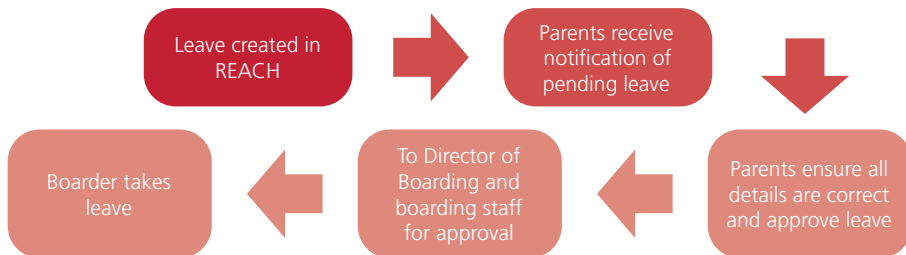
The earliest time boarders can take leave in the mornings is 6.00 am and from 8.00 am on weekends.

### **City Guardian**

Every boarder is to have a city guardian who is capable and available to collect the boarder at short notice when she is unwell and not able to be in boarding, and to transport her to and from external commitments and appointments.

	Local & College Leave (Years 7-12)	City Leave/Beach Leave No Host (Years 11 & 12)	Parental Leave (Years 7-12)	Host Leave (Years 7-12)
<b>Time</b>	No REACH form required  2 hours Return by 5.00 pm (4.30 pm on Sundays)	REACH form required  6 hours Return by 5.00 pm. (4.30 pm on Sundays)	REACH form required  Return by 9.00 pm (4.30 pm on Sundays)	REACH form required  Return by 9.00 pm (4.30 pm on Sundays)
<b>Definition</b>	Leave taken with no host. The area bounded by Hislop Road, Canning Highway, Point Walter Road and the Swan River. This area includes Melville Plaza, Moreing Road shops and Point Walter.	City leave is for Years 10, 11 and 12 boarders only. Years 11 & 12 boarders may go to Fremantle, Garden City or the City. Year 10 boarders can have city leave in Term 1 after completion city leave induction. Beach leave is for Years 11 & 12 only	This is leave taken with a parent. Parental leave is welcomed and can be taken on a weekend during the day or overnight	This is leave taken with an approved host. The host details must be entered into REACH.
<b>Additional Information</b>	Girls must carry a mobile phone that is contactable at all times Years 7 & 8 boarders may not cross Canning Highway Boarders may not swim in the Swan River Morning exercise is also possible (but only in daylight)	Girls must carry a mobile phone that is contactable at all times	Girls must have cleaned their room and completed shared responsibilities before departure.	Years 7 - 10 boarders may not leave the boarding house with a P Plate driver other than a sibling.  Hosts must be sighted by the Boarding Supervisor before departure and again when a boarder returns.  All hosts unknown to boarding staff may be required to show identification.  It is against boarding policy for girls to stay overnight in accommodation without adult supervision.
<b>Year 7</b>	Groups of three or more.	N/A	The Boarding Supervisor must sight parents/ host before departure and again when the boarder returns.	

Year 8 & 9	<p>Groups of three or more.</p> <p>Year 9 permitted to cross Canning Highway at assisted crossing to access shops directly opposite.</p>	N/A		
Year 10	<p>Groups of three or more.</p> <p>Permitted to cross Canning Highway at assisted crossing to access shops directly opposite. May ride bikes on local leave and go beyond local leave if on bike path</p>	Groups of three or more.		
Year 11	<p>Groups of two or more.</p> <p>Permitted to cross Canning Highway at assisted crossing to access shops directly opposite. May ride bikes on local leave and go beyond local leave if on bike path.</p> <p>Can go for a run/walk on own for 1 hour at the Swan River</p>	Groups of two or more.		<p><b>Years 11 &amp; 12</b></p> <p>Public transport to a host is permitted. Students must call their boarding supervisor on arrival.</p> <p>Boarders are permitted to drive with a P-plate driver providing all conditions for this leave have been met:</p> <ul style="list-style-type: none"> <li>● Parents must provide all information via REACH including name of the P-plater.</li> <li>● Boarding staff are not permitted to edit or amend the leave.</li> <li>● P-plate drivers are required to show their licence to the boarding supervisor on shift.</li> </ul>
Year 12	<p>Groups of two or more.</p> <p>Permitted to cross Canning Highway at assisted crossing to access shops directly opposite. May ride bikes on local leave and go beyond local leave if on bike path.</p> <p>Can go for a run/walk on own for 1 hour at the Swan River.</p> <p>Can be taken with a visitor who is not a boarder. Parents provide list of permitted visitors.</p>	Groups of two or more.		<p><b>Year 12</b></p> <p>Short leave with 'no host necessary' is permitted for Year 12s at the request of parents via REACH.</p>



- Leave approved by parents does not automatically receive approval by the Director of Boarding or Boarding Supervisors. This may be for a few reasons, including:
  - The leave request may be outside the parameters of the College Leave Policy
  - The boarder may have restricted leave as a consequence of unacceptable behaviour. Parents will be advised of restricted leave.
- Weekend leave arrangements need to be submitted through REACH by **Thursday at 4.00 pm**. This is the responsibility of the girls. Failure to submit leave details by the required time may result in a delay of leave approval. If parents are having difficulty accessing the REACH form, due to internet issues, boarding staff can create a REACH form for you.
- Leave requests will generally be reviewed within 24 hours. Boarding staff will not view leave that is still pending parental approval.
- Girls must carry a mobile phone that is contactable at all times while on leave.
- Girls must have cleaned their room and completed all shared responsibilities before departure. Staff will check rooms prior to departure.
- Parents/host must come into the boarding house when taking a boarder out on leave. They must also go into the boarding house when returning boarders from leave, back into the care of boarding staff.
- All parents/hosts unknown to boarding staff may be requested to show identification.
- Girls in Years 7 to 10 may not leave the boarding house with a P Plate driver other than a sibling. Girls in Years 11 and 12 may travel with a P-plate driver providing the process set for this leave has been followed by parents and their daughter.

## **Types of Leave**

### **City Leave**

- City leave can occur when parental permission is given on REACH. The city leave induction takes place at the end of Term 1 for Year 10 boarders. Once this induction is complete, Year 10s, in groups of three, and Years 11 and 12s in groups of two, can take city leave (Perth, Fremantle, Garden City, and other places such as live sport at Optus Stadium, after permission from the Director of Boarding). The time allowed for city leave is up to 6 hours.
- Details of the leave including transport plans and names of the other boarders in the group, must be clearly entered into the REACH leave request.

### **Beach Leave (Years 11 – 12 only)**

- Beach leave can only occur when parental permission is obtained on a beach leave form. It also requires the boarder to complete a beach safety course successfully, provided by the boarding community early in Term 1.
- Beach leave may only be taken on a weekend.
- Weekend beach leave is granted at the discretion of the Director of Boarding or the Boarding Supervisor and depends on the reported beach and weather conditions.
- It is expected that boarders are SunSmart while at the beach.
- The time allowed for beach leave is 6 hours and maybe restricted in extreme heat.
- Beach leave may only be taken at a patrolled beach.
- Beach leave must be taken in groups of two or more.
- Details of the leave including transport plans and names of the other boarders in the group, must be clearly entered into the REACH leave request.

### **Mid – Term Break and Holiday Breaks**

- There is a mid-term break in every term except Term 4.
- The boarding Houses close at 5.00 pm before each mid-term and holiday break and reopens from 2.00 pm on the day before school commences.
- All girls must be in residence before 9.00 pm on the day before school commences.
- Early or late returns should be discussed with the Boarding Supervisor.
- Boarding supplies transport to and from transperth hubs on the last day of term and from 2.00 pm at the start of term for boarders. On these days, the service is free.

### **Medical Leave**

- This is for medical appointments that are being transported by Boarding staff.
- Appointments will be transported by Boarding staff on Tuesdays, at no cost to families within a 10km radius of the College. If appointments are scheduled on other days transport can be organised however a charge will apply.
- Boarders must first sign out of school at Student Services.
- Boarders who require medical appointments outside of these times will need to be transported by a parent, city guardian or approved host. Alternatively, parents may choose to organise a Shebah (see page 40).

### **Special Leave**

- Special leave is leave that is outside all other categories. Examples include:
  - o Leave on a weeknight for special occasions.
  - o Leave that requires time away from school (with the exception of medical appointments).

The following should be noted about special leave:

- The nightly routine for study and bedtime should only be interrupted in exceptional circumstances.
- The Boarding Supervisors and Director of Boarding cannot permit boarders to be absent from school. This permission needs to be sought by parents from the College through the appropriate Dean of Year.

### **Some other important notes about Leave**

#### **Room Tidiness**

All boarder's rooms must be left appropriately before any leave.

- Beds made
- Floor cleared
- Desk and shelving tidy

The Boarding Supervisors will check all rooms before a boarder leaves the house. If a room is not left appropriately, leave may be delayed. The boarder's phone will also be confiscated until the room is cleaned.

#### **Departing the Boarding House**

- Girls may not leave the boarding house using an Uber or taxi. Only 18 year olds and over can be a passenger in an Uber or taxi. Instead we advise girls to use Shebah.
- Girls may depart with a day student straight after school using the school bus service only. This can only occur with parent permission on each occasion and if the day parent host contacts the Boarding Supervisor when the boarder arrives safely in their care.

## **School Balls & Dances**

- Only girls in Years 10, 11 and 12 can attend school balls and dances.
- Girls will need to take overnight leave with a parent or approved host to attend a school ball. This is to avoid disrupting the house and staff upon return at the end of the event (The Santa Maria College Ball is an exception).
- School time is not to be missed for ball or dance related preparation including hair and other such appointments.

## **Visiting other schools**

Boarders may visit other boarding schools in Perth on the weekend providing specific procedures are followed. This type of leave allows the girls to visit their brothers in other schools.

- The Boarding Supervisor must contact the other school to ensure that they are happy to have visitors.
- The Boarding Supervisor will state the required return time based on their conversation with the other school.
- All other leave guidelines must still be observed, including REACH leave with transport details.

# Transport

## **Transporting Boarders**

The boarding house staff includes a team of drivers who assist with the transportation of the girls in many different directions. We liken the weekend activities to a military operation that requires very careful planning. We must ensure that all girls arrive at their sporting games and training sessions each week on time. Knowing the fixtures, the coaches contacts and the availability of vehicles is very complicated. We have girls who play netball, hockey, and volleyball. We also have girls who dance and we assist with many school-based activities that the girls are committed to.

To undertake the planning associated with transporting the girls to activities, we always remind the girls to give us adequate notice. Request for transport must be received several days ahead with all details, such as an address, time and a contact phone number.

Boarding provides transport free of charge to:

- to Attadale Netball Club, Reds Hockey Club and Red's Volleyball Club, trials, training, games and club wind ups during the winter season..
- Girls who dance at K2 Dance.
- Medical appointments booked on a Tuesday within a 10km radius.
- Recreational Activities organised through ABSA (WA) and internally.
- End of term and mid term departures and arrivals only on the day boarding closes for a break and the day boarding reopens after a break.
- School-based activities such as Service Learning.

Other transport can be negotiated within a 10km radius of the College but will incur a cost.

## **The Shebah Service**

Girls may not use an Uber or taxi to depart the Boarding House. Uber is not licensed to carry passengers under the age of 18. As an alternative, we support the use of Shebah. Shebah is an all-female ride-sharing service. The drivers undergo stringent checks before being able to work for the company and must have a Working with Children Check. Drivers will contact parents once passengers have been safely delivered to their destination.

The following guidelines are for Leave using Shebah:

- Girls may ride in a Shebah when an adult host or parent is available at the destination to immediately call/text the boarding house to advise of safe arrival taking responsibility for the boarder in their care
- Girls may use Shebah in any circumstances where all guidelines of our leave policy are being met

## **Bicycles**

- Bicycles are permitted for Years 9, 10, 11 and 12 boarders who have completed a bike safety course provided by the boarding community and the completion of a parental permission form.
- Bikes are only permitted for local leave.
- Bike riders must always wear a helmet and have a fully charged mobile phone.
- Skateboarding and scooters are not permitted in boarding.
- Bicycles can not be stored in the boarding house over the summer break.

## **P Plate Drivers**

Boarders in Years 7- 10 may not travel in cars driven by a P plate driver. The only exception to this is for older siblings. Taking leave with a provisionally licensed driver should be considered carefully by parents acknowledging that young drivers do not have the same depth of experience on the roads as older drivers.

To request leave with a P Plate driver parents should:

- Request that an older sibling be permitted to take their sister out on Leave. This should include:
  - o Drivers birth date and age.
  - o License number and car registration details.
  - o A statement that indicates awareness by the parents that the driver is provisionally licensed and that they are satisfied with the capabilities of the driver.

Where older siblings, who are P-plate drivers, are taking sisters out on leave it may be required that a boarder contact the Boarding Supervisor once they have arrived safely. Boarding Supervisors are not permitted to grant special leave requests for boarders in Year 7-10 who are requesting to travel with a P Plater other than a sibling. The Director of Boarding is the only staff member able to grant special permission in this instance. Boarders are not permitted to have a vehicle on campus.

Boarders in Years 11 and 12 have separate guidelines (see page 36).



## Parent Involvement

### **Boarding Parent Year Reps**

The Boarding Year Reps meet once each term to discuss matters relating to boarding and to provide a forum for year reps to share boarding and/or year group information on what has gone well and what can be done differently in the future.

The Annual General Meeting of the Parent's committee is held at the end of Term 4 and office bearers for the following 12 months are elected at this meeting.

There are two boarding parent representatives for each year level who help with any queries in each year group working with the Director of Boarding, and may arrange a social gathering.

## Concerns

Parents who have any concerns about their daughter in boarding may wish to contact the following (see page 4):

- Boarding Supervisors
- Boarding Academic Care Coordinator
- Boarding Coordinators (Recreation)
- Director of Boarding
- Deputy Principal, Teaching & Learning- Academic
- Director of Pastoral Care

## Lines of Communication

PASTORAL		ACADEMIC	
BOARDING	COLLEGE	BOARDING	COLLEGE
<b>Boarding Administration Assistant</b> <ul style="list-style-type: none"> <li>Transport details</li> <li>Leave details</li> <li>REACH information</li> <li>Boarder's account charge information</li> <li>Recreation activity logistics</li> </ul>	<b>Homeroom Teachers</b> <ul style="list-style-type: none"> <li>Sharing of success</li> <li>Concerns in regard to wellbeing/pastoral concerns</li> <li>Family information which supports care at school</li> <li>Cocurricular queries</li> </ul>	<b>Boarding Supervisor</b> <ul style="list-style-type: none"> <li>Concerns in regard to application during study time</li> <li>Attitude to study</li> <li>Amount of time spent studying</li> </ul>	<b>Classroom Teachers</b> <ul style="list-style-type: none"> <li>Concerns in regard to application during class &amp;/or achievement in a subject</li> <li>Absence from school on the day of an assessment</li> </ul>
		<b>Academic Care Coordinator</b> <ul style="list-style-type: none"> <li>Academic support for year groups &amp; individual boarders during study time.</li> </ul>	
<b>Nurse</b> - Health concerns, details and support			
<b>Boarding Supervisor</b> <ul style="list-style-type: none"> <li>Sharing of success</li> <li>Wellbeing/pastoral concerns/behaviour</li> <li>Family information which supports care in boarding</li> <li>Leave queries</li> </ul>	<b>Dean of Students</b> <ul style="list-style-type: none"> <li>Sharing of success</li> <li>Family information that is confidential</li> <li>Care of boarder while in our community</li> <li>Absence/holiday from school for more than 2 days</li> <li>Ongoing pastoral care/wellbeing concerns</li> <li>Health concerns</li> </ul>	<b>See contact information on page 5</b> <ul style="list-style-type: none"> <li>Information which needs to be shared with Study Tutors or Boarding Supervisors</li> <li>Specific academic support required in Boarding</li> <li>Academic support available in Boarding</li> </ul>	<b>Head of Department</b> <ul style="list-style-type: none"> <li>Ongoing queries or concerns in particular subject areas</li> <li>General academic queries and concerns</li> <li>Concern/s for academic progress in more than one subject area</li> <li>Course selections/changes</li> <li>External factors affecting academic achievement</li> <li>Study skills</li> </ul>
<b>Director of Boarding</b> Sharing of success Family information that is confidential Health concerns Care of boarder while in our Boarding community Ongoing wellbeing/pastoral	<b>Director of Pastoral Care</b> Sharing of success Family information that is confidential Health concerns Care of boarder while at the College		<b>Deputy Principal - Teaching &amp; Learning</b> Course selection External factors affecting academic achievement.

## Drug Policy

Santa Maria College has a specific policy in relation to drug issues, and in keeping with its undertaking to provide a healthy, safe, supportive and caring environment for students, the College:

- Promotes the individual's appropriate and responsible use of medicinal drugs.
- Prohibits the possession, use, and/or distribution of an illegal drug, alcohol or tobacco products and any drug related equipment.

A drug is defined as any substance, with the exception of food or water, which, when taken into the body, alters its function physically and/ or psychologically. This definition includes analgesics, alcohol, tobacco, vapes, cannabis, amphetamines, solvents and misuse and/or distribution of any prescribed medication, eg Ritalin and Dexedrine (dextroamphetamine).

### Prevention

- The College is a smoke-free zone.
- The College has a compulsory Health Education program for Years 5- 10 students.
- Drug education will be supported by a healthy school environment.

### Rules

Therefore, this College does not permit students to:

- Smoke tobacco or use vape products, consume alcoholic beverages, deliberately inhale solvents or misuse personal medication.
- Possess drug related equipment such as syringes, bongs, pipes etc (as defined in the 'Misuse of Drugs Act 1981') except in the case of lawful medical use such as the use of needles by a person with diabetes to administer insulin.
- Possess or use prohibited drugs (eg Cannabis, heroin, Ecstasy, cocaine, LSD) as defined by the 'Misuse of Drugs Act 1981'.
- Distribute or sell any of the above.
- Encourage other students to become in any way involved in the use, and/or distribution, of any of the above.

Drugs for medicinal purposes are to be used in accordance with prescribed use. Students may only carry sufficient personal medication for one school day. Parents and care-givers are responsible for providing the College, in writing, the details of regular prescribed medication and its appropriate use, evidenced by specialist doctors notes, prescriptions or boxed labels with individual instructions.

This policy pertains to a student who, at any time is:

- on College premises
- at a College or boarding function
- in College uniform
- travelling to and from the College
- on any College camp or boarding activity
- at a College Reflection Day/Activity Day
- on a College excursion/tour
- representing the College or boarding at any organised educational, social, sporting or public function.

### **Consequences**

The College acknowledges that in the process of learning how to make decisions, some individuals will make errors of judgement. In making decisions on the appropriate consequences for students discovered infringing the College's drug policy the needs of both the individual and the College community will be taken into account. Each instance will be considered separately according to the set of circumstances existing at the time.

Consequences available to the College include:

- Informing and consulting parents
- Providing counselling
- Loss of privileges
- Referral to an external agency for counselling
- Notification to police
- Suspension from the College or boarding community
- Exclusion from the College or boarding community
- Possession or use of illegal drugs will normally lead to exclusion from the College.
- Supply of illegal drugs to others will lead to exclusion from the College. The College is likely to notify the police.

## Medical Professionals

Below is a list of medical professionals that we use regularly and are close to the College.

If your daughter requires a medical appointment with any of the medical professionals listed, we request that you consult with Boarding Administration and make the appointment on a Tuesday. On Tuesdays we will transport at no cost within a 10 km radius of the College. On any other days you will be charged an hourly rate to cover the cost for staff transporting your daughter.

<b>Doctor</b>		
Point Walter Medical Centre	<i>Point Walter Medical Centre</i> 322-324 Canning Highway, Bicton	T: 9319 2333
<b>Orthodontist</b>		
Booragoon Orthodontist	Andrea Lane, Booragoon	T: 1300 067 846
Winthrop Orthodontist	17 Winthrop Drive, Winthrop	T: 9310 8828
<b>Dentist</b>		
Attadale Primary School Dental Clinic	Wichmann Road, Attadale	T: 6274 1700
DB Dental Melville	<i>Point Walter Medical Centre</i> 322-324 Canning Highway, Bicton	T: 9339 7999
<b>Physiotherapist</b>		
Sportreat	367 Canning Highway, Palmyra	T: 9438 2400
Lifecare Physio	<i>Point Walter Medical Centre</i> 322-324 Canning Highway, Bicton	T: 9438 3444

# Boarding Community Schedule

**DEPART FOR SCHOOL MONDAY TO FRIDAY:** no later than 8.30 am unless you have Rosary on Thursday morning at 8.10 am (leave at 8.00 am) or Mass on Friday morning at 8.00 am (leave at 7.50 am)

YEAR	MORNINGS	DINNER	STUDY	PHONES & LAPTOPS IN	BEDTIME	
<b>MONDAY TO THURSDAY</b>	<b>7</b>	Wake up: before 7.15 am	<b>STUDY</b> *Phones handed in before the start of study & collected at the end of the study period  6.30 pm to 7.30 pm/8.00 pm* in the Library/Plaza  6.30 pm to 8.00 pm* in the Plaza extra study in room until 8.30 pm as required  6.30 pm to 8.00 pm* in the Library extra study in room until 9.00 pm as required  6.30 pm to 8.30 pm* in your room & extra study until 9.15 pm as required in your room  6.30 pm to 8.30 pm* in your room & extra study until 9.30 pm as required in your room  6.30 pm to 8.30 pm* in your room & extra study until 10.00 pm as required in your room	<b>DINNER</b>  5.30 pm to 6.00 pm	<b>PHONES &amp; LAPTOPS IN</b>  8.30 pm  8.45 pm  9.00 pm  9.15 pm  9.30 pm  9.45 pm  10.00 pm	<b>BEDTIME</b>  8.45 pm  9.00 pm  9.15 pm  9.30 pm  9.45 pm  10.00 pm
	<b>8</b>	Wake up: before 7.15 am  Breakfast: 7.00 am to 7.30 am				
	<b>9</b>	Phone & Laptop pick up: Years 7 – 11 when breakfast is done, bed is made, room is cleaned, uniform is on and bags are packed for school. Year 12 from 6.30 am				
	<b>10</b>					
	<b>11</b>					
	<b>12</b>	<i>(this privilege will be revoked if a boarder has not left for school by 8.30 am &amp; must have had breakfast, bed made, room cleaned, uniform on and bags are packed for school)</i>				

YEAR	MORNINGS	DINNER	STUDY	PHONES & LAPTOPS IN	BEDTIME	
<b>FRIDAY &amp; SATURDAY</b>	<b>FRIDAY</b>	<b>DINNER</b>  5.30 pm to 6.00 pm	<b>STUDY</b>  It's up to you!	<b>PHONES &amp; LAPTOPS IN</b>  9.00 pm  9.15 pm  9.30 pm  9.45 pm  10.00 pm  10.15 pm  10.30 pm	<b>BEDTIME</b>  9.15 pm  9.30 pm  9.45 pm  10.00 pm  10.15 pm  10.30 pm	
	<b>7</b>					
	<b>8</b>					see Mon – Thurs information
	<b>9</b>					<b>SATURDAY</b>
	<b>10</b>					Wake-up: When you are ready! no earlier than 7.00 am.
	<b>11</b>					Breakfast: In House
<b>12</b>	Phone & Laptop pick up: after 8.00 am except for Year 11 & 12s.					

**LUNCH ON SATURDAY & SUNDAY:** 12.00 pm onwards in the Dining Room, MYO  
**WEEKEND LEAVE concludes at 4.30 pm Sunday** so our whole Boarding Community will be at Mass at 5.00 pm

YEAR	MORNINGS	DINNER	STUDY	PHONES & LAPTOPS IN	BEDTIME	
<b>SUNDAY</b>	<b>7</b>	<b>DINNER</b>  After 5.00 pm Mass 5.30 pm - 6.30 pm	<b>STUDY</b>  After your 6.00 pm House meeting study time 6.30 pm to 7.30 pm in House <i>(Hand in phone prior to the start of study and collect at the end of the study period)</i>	<b>PHONES &amp; LAPTOPS IN</b>  8.30 pm  8.45 pm  9.00 pm  9.15 pm  9.30 pm  9.45 pm	<b>BEDTIME</b>  8.45 pm  9.00 pm  9.15 pm  9.30 pm  9.45 pm  10.00 pm	
	<b>8</b>					
	<b>9</b>					Wake up: at your leisure no earlier than 7.00 am
	<b>10</b>					Breakfast: In house
	<b>11</b>					Phone & Laptop pick up: after 8.00 am except for Year 11 & 12s
	<b>12</b>					





SANTA MARIA  
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