



Boarders' Information Booklet 2019



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Our Purpose

The Geelong College aims to provide an inspiring education where all students can learn how to learn, flourish, be innovative and aspire to futures that harness their many skills and abilities.

We aim for our students to be respectful and to confidently develop their academic, emotional, physical, social and spiritual potential. The Geelong College seeks to provide learning experiences that shape personal development in ways that prepare students to contribute to society.

Our Values

Integrity with compassion

Community with diversity

Aspiration with humility

Respect with grace

Endeavour with courage

Term Dates 2019

Term 1

Wednesday 30 January
Thursday 31 January
Sunday 17 February

Boarders return, Welcome Evening
Students commence
Boarders' Family Day
Boarding Parents' Support Group meeting
* Exeat (Labour Day)
Term ends

Fri 8 - Mon 11 March
Friday 5 April

Friday 19 April
Monday 22 April

Good Friday
Easter Monday

Term 2

Tuesday 23 April
Wednesday 24 April
Thursday 25 April
Sat 18 - Sun 19 May

Boarders return
Students commence
Anzac Day holiday
Boarders' Weekend and Charity Brunch
Boarding Parent' Support Group meeting
Queen's Birthday holiday
Boarders' Mid-Year Formal
Term ends

Monday 10 June
Wednesday 19 June
Friday 21 June

Term 3

Monday 15 July
Tuesday 16 July
Fri 9 - Sun 11 August
Friday 20 September

Boarders return
Students commence
* Mid-Term Exeat
Term ends

Term 4

Monday 7 October

Tuesday 8 October
Wednesday 16 October
Thursday 17 October
Thursday 24 October
Monday 4 November
Wednesday 11 December

Boarders return
Boarding Parents' Support Group meeting
Students commence
Boarders' Formal
Boarders' Valedictory Night
Year 12 Valedictory Ceremony
Mid-Term Break
Term ends

* Exeats begin after 3.30pm on the Friday



Welcome to Boarding at The Geelong College

We would like to welcome you all to the Geelong College boarding family. Each member of your family, is now a member of our boarding family, and you all have a special part to play in your child, or children's experience.

Geelong College boarders develop lifelong friendships, they learn to be tolerant, to share and to understand others from different backgrounds and cultures; they have to, because they all live together. Boarding encourages independence and social awareness, consolidates study habits and effectively prepares students for the next step, be that university, travel or work.

Key features of the boarding program include:

- Academic support with specialised subject tutors
- A 24-hour fully staffed Medical Centre
- Monitored Internet access (with restrictions during study periods)
- Flexible boarding arrangements, such as short stay (minimum of one term) or weekly boarding
- Access to the College's recreational facilities, including the Recreation Centre (incorporating a 25-metre indoor swimming and diving pool), gym, tennis courts, and the Keith Humble Centre for Music and the Performing Arts
- Regular recreational and social weekend activities, as well as boarding family activities scheduled throughout the year

If you require any further information, please contact our Admissions Manager, Kristen Wiadrowski, on 5226 3190 or email admissions@geelongcollege.vic.edu.au

Mr Gareth Gilby
Head of Boys' Boarding

Mrs Leigh Knight
Head of Girls' Boarding

Child Protection Statement

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community.

We have developed a comprehensive Child Protection Program which is contained in The Geelong College Child Protection Program Handbook which sets out The Geelong College's comprehensive approach to protecting children from abuse. The program contains our Child Protection and Safety Policy, Child Safety Code of Conduct and Child Protection Reporting Procedures which provides a high-level statement of professional boundaries and ethical behaviour, as well as acceptable and unacceptable relationships. It also sets out detailed procedures for any member of our community to report concerns they may have around child safety and how The Geelong College will respond to these reports.

Our Policy and Code of Conduct are made available to all staff, students, families, contractors, suppliers and the wider community.

Arriving for the School Year

Students need to arrive at their boarding house between 12pm and 3.00pm on Wednesday 30 January 2019 to have time to unpack and get ready for the Information Session and Welcome Evening. The Uniform Shop will be open from 1pm that day for your convenience.

Boarders' Welcome

Parents and students are all encouraged to attend the Boarders' Information Session and Welcome Evening on Wednesday 30 January 2019. Details will be emailed closer to the date but please allow time for unpacking and settling in prior to the Information Session.

First Day of Term

The school term begins on Thursday 31 January 2019. Students should assemble in their House rooms by 8.45am.

Senior School Parents' Welcome Evening

A Welcome Evening for all parents of Senior School students will be held on the evening of Friday 1 February 2019. Details will be emailed closer to the date.

Tutors

Mossgiel House

**Head of House
Tutors**

Mrs Leigh Knight
Mrs Amanda Jackman
Ms Kylie Vokic
Ms Natasha Lau
Mr Paul Conway
Mr Gerard Donovan

Boarding Supervisor

Ms Valerie Dunstone
Ms Johanna Torrence

Mackie House

**Head of House
Tutors**

Mr Gareth Gilby
Mr Marcus Tyrrell
Mr Mark Cheatley
Mr Andrew Schuyler
Mr Kevin Flanagan
Mr Aaron Collins
Mr Jeremy Edwards

Boarding Supervisor

Mrs Julie Jeffreys

Medical Centre

School Nurse

Mrs Carolyn Maas



General Information

Academic Support

The College offers an Academic Support Program for all boarders which provides specialist tutoring in English, Science and Mathematics during “prep” throughout the week.

Alcohol/Drugs

The consumption of alcohol and drugs by boarders is forbidden. Boarders must not drink alcohol or have alcohol or drugs in their possession. If the Person on Duty believes that a boarder has consumed alcohol, the College reserves the right to breathalyse them. This will be carried out by a senior member of staff. Parents will be contacted regardless of the result. Smoking is also strictly forbidden while students are under the care of the school.

Bicycles

Boarders may bring their own bicycle to school. Bicycles should be clearly marked with their name and another identifying mark, such as the parents’ driver’s licence number. Bicycles may only be used outside the school grounds if leave from the Person on Duty has been granted. Helmets must be worn when cycling.

Boarding Supervisor

Among other duties, the Boarding Supervisor acts as “mother” to the students during out-of-school hours. If students feel lonely, worried or homesick, they will find her to be a person who is sympathetic and understanding. She also attends to minor medical matters and liaises with the Medical Centre.

If students need labels sewn on new clothing or minor repairs made, she will be able to help. In short, we hope that just by “being there”, she will be able to help students settle into the life of the House quickly and happily.

Cash Expenditure

All boarders are expected to have a savings account or a credit card facility whereby bills can be paid. The College can advise boarders in setting up a suitable account.

Students should contact the Finance Manager at Davey House, 150 Noble Street, Newtown, if they require assistance to open an account.

An estimate for the cash required per student is \$200 a term. This includes additional cash for their own snacks on organised weekend activities.

Students should not carry excessive amounts of cash around the school. They do so at their own risk.

Computers

All emails are strictly filtered by our MailGuard filter to comply with the College emailing policy. The use of other email providers is prohibited. Students are encouraged to email their new College email address (firstname.surname@student.geelongcollege.vic.edu.au) as soon as possible to their parents and friends.

Check the Mossgiel and Mackie daily routines in this booklet for mobile phone and computer arrangements.

Concession Cards (for travel on public transport)

Australian residents who wish to apply for public transport concession cards must provide two passport-sized photos at the beginning of Term 1 to submit with the application form. These forms will be available from the Boarding Supervisor.

Courtesy

Consideration of others is an essential part living in the boarding houses. It is expected that all members of the House will extend, at all times, courtesy to other members of the House, members of staff and visitors to the school.

Cultural Visit Levy

All boarding families will be charged a subsidised levy of approximately \$25 per term for cultural visits during the year.

Damage

Any damage in the Boarding House should be reported immediately to the Boarding Supervisor or Person on Duty. In general, students are charged half of the cost of repairs if damage is reported. If not reported, the full cost is charged to the student.

Discipline

The smooth running of each House relies on honesty and trust between students and staff. The school may take disciplinary action against students for misconduct or any other breach of its rules, policies and procedures.

Disciplinary action may include restrictions placed on leave, the school refusing or revoking permission for students to take leave, requiring students to assist at College activities on Saturdays or during the week or, in certain cases, suspension or expulsion from the school. Disciplinary matters will be written in the Day Book and the punishment noted.

Dress

School uniform is worn to lessons and other official occasions. Casual clothing can be worn out of school hours.

All clothing must be marked with a sewn-in name tag in an easy-to-find position to assist the Boarding Supervisor with sorting the laundry. Please ensure that doona covers are also labelled.

Uniforms should be kept clean and in good condition at all times. Lost buttons, small tears, etc, can be taken to the Boarding Supervisor who will arrange mending. Uniforms, especially blazers, kilts and trousers, should be dry cleaned regularly. Shoes are to be cleaned regularly and shoe polish and brushes are provided. Shoes are not to be cleaned inside the houses.

Duties

All members of the Houses are rostered for various duties and it is expected that they carry them out readily and thoroughly.

Homework

Students are expected to do homework each week as follows:

Monday to Thursday: 1.5 - 2 hours

Sunday evening: approximately 1 - 1.5 hours

This is regarded as a minimum and students are encouraged to undertake extra work, especially on weekends. From Sunday to Thursday students have supervised study from 7pm to 9pm when they do their homework and prepare for the next day's lessons, tests or exams. Supervised study is held in the Common Room and is done in sitting in silence unless the Person on Duty says otherwise.

Leaders

Leaders play a key role in the running of the Houses, providing leadership and guidance for their peers as they move into the senior years. All students are encouraged to take leadership opportunities, either formally or informally, and most benefit greatly from their experiences.

Students can talk to Leaders about any questions they may have about the House or the school and can discuss any problems or concerns with them. The most senior student in the House is the House Captain, who is supported by House Prefects.

Mail

All mail should be addressed to the student at The Geelong College, PO Box 5, Geelong 3220. Mail can be collected from Davey House.

Meals

Meals, except weekday lunch and weekend breakfast, are eaten together in the school Dining Hall, and attendance is compulsory. Meal bells are rung 10 minutes prior to the meal time and students should be punctual. If they are late, they must report to the Person on Duty. Students have an assigned place in the Dining Hall for weekday meals and on weekends they can sit wherever they please. For most evening meals, students wear casual clothes. Mobile phones are not permitted in the Dining Hall.

Medication

All medication must be handed to the Heads of Boarding for checking at the beginning of each term.

Passport

Passports must be handed to the Head of the Boarding House at the beginning of each term. This will be kept securely in a safe. This is a condition of entry.

Personal Effects Insurance

The College does not provide insurance against the loss of boarders' clothing and personal effects due to fire or theft while those goods are in the boarding house. It is strongly recommended that families arrange their own insurance cover for personal effects and, in particular, computers. Wardrobe doors are fitted with locks and keys provided. The cost of replacing lost keys will be added to the student's account.

Rooms/Dormitories

No boarder should go into the room of another boarder unless they are specifically invited. Any items such as posters and photographs affixed to walls must be attached with Blu Tack only. Rooms should be kept neat and tidy, and with the bed made, at all times. Luggage should be stored in the storeroom.

Boarders must be mindful of other boarders when listening to music in their rooms, ensuring that the volume is not excessive and that music is off at lights out.

All boarders must be in their beds at the time specified. Boarders are encouraged to read quietly for 15 minutes before lights out.

The use of balls, cricket bats and other sporting equipment is not permitted inside the houses at any time.

Heads of House reserve the right to conduct searches of rooms if deemed necessary.

Safety

Concern for everybody's safety is a matter of high priority in the boarding houses. The following are particularly important:

- Electric toasters, kettles, etc, may only be used in the kitchenettes provided in each block/unit, and students must clean up immediately afterwards.
- The roof and ceiling spaces are out of bounds.
- Safety equipment (fire extinguishers, alarms and so on) must not be interfered with in any way.
- No student shall have in their possession any dangerous materials, eg fireworks, firearms, knives, drugs, matches, lighters, candles etc.
- No fan heaters.
- No screwdrivers or other tools.
- **No aerosols.**

Sport, Music and Recreation Centre

Students are encouraged to use the sport, recreation and music facilities in their free time. The Recreation Centre swimming pool is available to boarders out of school hours, as is the Keith Humble Centre for Music and the Performing Arts. Students are able to book private practice sessions on weekdays when staff are available. Students also attend excursions and school sport at weekends.

Telephones

Telephone numbers are listed below. Students are permitted to have their own mobile phone but phones are only allowed to be used outside of school hours and study times.

Mossgiel

Head of House 0409 160 612
Person on Duty 0428 348 420
Students (incoming calls) 03 5222 3611 (for parents' use only)
Email: leigh.knight@geelongcollege.vic.edu.au

*Please do not ring in study time between 6.50pm and 8.50pm weekdays unless in an emergency.

Mackie

Head of House 0409 160 608
Person on Duty 03 5226 3162 / 0429 185 207
Boarding Supervisor 03 5226 3162
Email: gareth.gilby@geelongcollege.vic.edu.au

*Please do not ring in study time between 7pm and 9pm Monday, Tuesday and Thursday; and between 7pm and 8.30pm Wednesday and Sunday unless in an emergency.

Medical Centre

03 5226 3164
Email: medicalcentre@geelongcollege.vic.edu.au

TGC Family Networks

TGC Family Networks is a program designed to foster friendships between boarders and day students, as well as their parents and families. All current Geelong College families, especially those based in Geelong and the Surf Coast, are encouraged to help support boarders from Years 7 to 9. A friendly family close to school would provide invaluable support to new boarders and their families by extending an invitation to share a family meal, attend a football match or undertake a day trip to Melbourne or the coast.

Transport

Cars

No boarder is permitted to have the use of a car or motorbike during term time, unless a special arrangement has been made with the Head of House.

Uber

Boarders are not permitted to use the "Uber" ride sharing service. If a boarder requires transport, they should use public transport or a taxi.

Tutors

A Person on Duty (Tutor) or Head of House will be in attendance in the House while boarders are present. Each House has a Head of House, Tutors and a Boarding Supervisor. The Tutors assist the Head of House in the running of the House. While on duty, they are responsible for all of the boarders in the House.

Weekend Activities Program

During Terms 1-3, there will be organised activities every second Sunday for students from both houses who are in for the weekend. In the past, these included an AFL football game, yum cha for lunch, tree surfing, go-karting, visits to Chadstone Shopping Centre and other sports and games.

Home Stay

Some of our boarders are unable to return home during the exeats or public holidays. International students must notify the Heads of Boarding for any Home Stay arrangements over these periods.

Please note that there will be two exeats in 2019. On all exeat weekends, the Boarding Houses will close at 6pm on the Friday and reopen at 4pm on the day before school resumes. These exeats are noted on P. 2 of this booklet.

Those international students who require home stay to be arranged during the exeats must let the Heads of Boarding know at least two weeks before the exeat. The College uses Australian Homestay Network, Australia's largest facilitator of trained homestay hosts and international student placements.

Leave Arrangements for Beginning and End of Term

All Boarders

Heads of House need to be notified of your child's departure and return arrangements if:

- your child is departing early at the end of a school term or returning late at the beginning of a school term.
- at the end of a school term, your child is not travelling directly home. For example, if he/she is staying with a friend for a day before returning home.

Year 12 Boarders

All Year 12s are expected to leave the boarding houses on the day after they finish their VCAA Exams.

Leave

Students on leave remain accountable to the Head of House at all times. The school may refuse or revoke permission for leave at any time at its discretion. If a student does not comply with the school's leave policies and procedure (including if he/she undertakes activities while on casual leave which are beyond the scope of any permission which has been granted), the school may take disciplinary action including possible suspension or expulsion from the school.

Students are required to uphold the school's standards of behaviour when they are within or outside of the school's grounds, including while on leave. Whether in uniform or not, the College reserves the right to take disciplinary action if a student's behaviour brings or may bring the school's good name into disrepute.

Online Parental permission for leave form

At the beginning of each year boarding parents must complete the online Parental Permission for Leave Form via the Parent Portal. This must be completed before any leave can be granted.

All leave is applied for online by students for leave of less than two hours. If students want to apply for longer leave such as overnight or weekend leave parental approval is required via the online leave system.

Applying for Leave

All leave is applied for online. Leave of less than two hours, to school or local shops, does not require parental permission. Any parental permissions are covered in the online Parental Permission for Leave form.

All leave of longer than two hours requires parental permission. When a student applies for leave, the parent will receive an email with a link to the Parent Portal, where online permission can be given. This leave includes overnight leave, weekend leave, or visiting a friend.



Medical Centre

The school Medical Centre is staffed by registered nurses (Division 1) who provide nursing care for the boarders, although cases of serious illness or accident may be referred to the Geelong Hospital. Occasionally, during convalescence, it may be necessary for students to go home.

Doctor

The school Medical Officer is Dr Andrew Bell, in his absence, medical attention is given by one of his partners. Parents are, of course, entitled to nominate another Geelong doctor if they wish to do so. Dr Margaret Somerville and Dr Fiona Nelson also visit the school Medical Centre on a regular basis.

All new boarding students receive a full medical examination when they arrive.

Records

Parents of new students must enter medical information and emergency details into the College's online system prior to entry. It is the responsibility of parents to keep this information updated and provide consent for educational activities such as excursions and trips when required. This online system, known as CareMonkey, eliminates the need for paper forms and provides our authorised staff with instant access to important medical and emergency contact details.

It is important that you provide the school with a complete and up-to-date record of any continuing medical treatment for your child. Written notification is needed whenever boarders receive medical treatment during holidays and further treatment is necessary after they return to school, and should other medical needs arise. This not only applies to obvious cases, such as fractures, but also to matters such as the need for regular medication. On no account should boarders have any medicines in their possession unless the school has been notified. Heads of Boarding will confiscate any medication which has not been declared.

Disabilities

Parents must ensure that the school is notified of any temporary or permanent disabilities a boarder has, so that the Medical Centre is in a position to help as required, and to ensure that appropriate members of staff are informed.

Immunisation

Immunisation against Hepatitis A, Hepatitis B, Influenza and Meningococcus (Serogroup C) is available from the school doctor, as requested. It is helpful if parents indicate on the Medical History Certificate if they wish for these immunisations to be carried out when necessary.

The approximate costs of the vaccines are as follows:

Hepatitis A \$165 for 2 injections

Hepatitis A and B – Twinrix \$251.85 for 3 injections

Influenza \$20

Accident Insurance

The College Council provides personal accident insurance for students. This is \$18 per term.

Medical/Dental

Appointments for medical and dental treatment can be arranged through the school nurse and accounts will be sent direct to parents. In most cases, students will travel to and from their appointment by taxi and the fares will be charged to the parents' sundries account.

In the case of international students the following procedure will apply:

- An invoice will be received from the practitioner who provides the service with the student's name provided.
- This invoice will be paid by the school within 7 days of receipt and charged directly to the student account at the full rate of the service.
- The medical practitioner will send a receipt of payment to Davey House.
- The student will sign a private health insurance claim form and forward this to Davey House. Davey House staff will send the claim form with the receipt to the health fund's claims' department.
- When the rebate cheque is received, the amount will be credited to the student's account.
- If the student fails to provide a signed health insurance claim form, the rebate will not be credited to their school fee account.

Overseas Student Health Cover

It is a condition of the student visa that students have Overseas Student Health Cover for the duration of their stay in Australia. The College's nominated OSHC provider is BUPA.

Overseas Student Health Cover will help pay for medical and hospital care and will contribute towards the cost of most prescription medicines and emergency ambulance transport. It does not cover dental, physiotherapy, optical or other ancillary services.



Mackie Boarders' Recommended Check List

School Uniform

- 1 College blazer
- 2 pairs Mid-grey trousers
- 3 pairs Navy shorts with belt loops
- 2 Grey College jumpers or navy Year 12 jumpers
- 3 White long-sleeved shirts
- 3 White short-sleeved shirts
- 3 or 4 Singlets or plain white T-shirts (optional)
- 7 pairs Cotton underpants
- 2 College ties or Year 12 ties
- 5 pairs Grey or black socks (winter)
- 5 pairs College summer socks
- 1 pair Black polished school shoes (to be repaired in holiday time)

All items must be clearly named with sewn-on name tags

Physical Education Uniform

- 1 College tracksuit (comprises College spray jacket and College trackpants)
- 2 College sports polo tops
- 2 pairs Green College sports shorts
- 2 pairs White sports socks
- Appropriate sports shoes
- College cap – compulsory Terms 1 and 4
- Other items may be required depending on chosen sport, eg Geelong College bathers for swimming.

All items must be clearly named with sewn-on name tags

Linen and Personal Requisites

- 1 Fitted mattress protector (to enclose sides of mattress)
- 2 Fitted single sheets (**essential**)
- 2 Flat single sheets (**essential**)
- 2 Doona covers (clearly named on outside opening)
- 2 Pillowcases
- 1 Continental quilt (Doona)

- 1 Pillow
- 4 Towels
- 1 Beach towel
- 2 pairs Pyjamas or similar i.e. T-shirt and boxer shorts
- 2 Durable net bags for laundry of socks and underwear – available from the Uniform Shop. (Net bags need to have name tag sewn on the outside of the bag)
- 1 Laundry bag or basket (**essential**)
- 2 Mugs (unbreakable)
- 1 Large cereal/noodle bowl
- 1 Desk lamp
- 1 Extension lead and power board
- 12 Plastic coat hangers
- 1 Permanent laundry marker
- 1 Key ring
- 1 Lockable box (optional)
- 1 Shoe cleaning kit
- Toiletries and a small plastic container for wet toiletries
- Sunscreen and hat
- Umbrella (optional)
- Electric fan (optional)
- Mobile Phones: Boarders are strongly advised to bring a portable charger

All items must be clearly named with sewn-on name tags.

Additional supply of name tags (to be handed to Boarding Supervisor)

Casual Dress

- 5 T-shirts
- 2 Polo shirts
- 3 pairs Shorts
- 2 pairs Jeans/Pants
- 2 to 3 Jumpers/Windcheaters
- 1-2 pairs Casual shoes
- 1 pair Thongs
- 1 pair Bathers/Swimwear



Mossgiel Boarders' Recommended Check List

School Uniform

- 1 or 2 Gordon tartan kilt (mid-calf length)
- 1 College blazer
- 4 College summer dresses
- 5 White College blouses with rounded collar
- 2 Bottle green v-neck College jumpers or navy Year 12 jumpers
- 10 pairs Underpants
- 5 pairs White socks with College colour bands
- 1 pair Black polished school shoes (lace-up or T-bar – to be repaired in holiday time)
- 3 pairs Navy tights or knee-high socks
- Hair ribbons should be navy blue, bottle green, white or Gordon tartan

All items must be clearly named with sewn-on name tags

Physical Education Uniform

- 1 College tracksuit (comprises College spray jacket and College trackpants)
- 2 College sports polo tops
- 2 pairs Green College sports shorts
- 2 pairs White sports socks
- Appropriate sports shoes
- College cap – compulsory Terms 1 and 4
- Other items may be required depending on chosen sport, eg Geelong College bathers for swimming.

All items must be clearly named with sewn-on name tags

Linen and Personal Requisites

- 1 Dressing gown
- 3 Nighties or pairs of pyjamas
- 2 Fitted mattress protectors (**essential**)
- 4 Pillowcases
- 1 Pillow
- 1 Continental quilt (Doona)
- 2 Fitted single sheets (**essential**)
- 2 Flat single sheets (**essential**)
- 2 Doona covers – clearly named on outside opening
- 4 Towels
- 1 Beach Towel

- 1 pair Bathers (must be one-piece for school swimming)
- 2 Durable net bags for laundry of underwear and socks – available from the Uniform Shop (Net bags need to have name sewn on the outside of the bag)
- 1 Laundry bag or laundry basket (**essential**)
- 1 Desk Light
- 1 Extension lead and power board
- 1 Key ring
- 1 Shoe cleaning kit (**essential**)
- 1 Permanent laundry marker
- Mending kit
- Sunscreen and hat
- Umbrella (optional)
- Mobile Phones: Boarders are strongly advised to bring a portable charger

All items must be clearly named with sewn-on name tags

Additional supply of name tags (to be handed to Boarding Supervisor)

Casual Dress

Boarders may wear tidy casual dress, acceptable to the Head of House, after school and at weekends. Items must be kept to a minimum. Storage room is available for luggage.

Name Tape on Clothing

It is important that every article of clothing and linen is sent in good repair and clearly marked in a prominent place with the student's initials and full surname with **woven name tape** sewn on. The school pays for the use of an external laundry service and when clothing and linen are returned, the Boarding Supervisor sorts and places them in named shelves for students to collect. By naming all articles, you will assist the Boarding Supervisor in ensuring nothing is lost or misplaced. Shoes must be clearly marked on the inside. The Boarding Supervisor cannot accept responsibility for unmarked articles. **Any unclaimed articles will be donated to charity at the end of each term.** Laundry facilities are available in each House for students if they wish to do personal washing. Students must have their own laundry basket.



Mossgiel Boarding House Daily Routine

Weekdays

7.00am

Units 1-7, laundry, TV room and duty office unlocked.
Person on Duty (POD) checks every girl.

7.00am-7.30am

Girls up, tidy room, make bed etc.
Floors to be cleared in units to be cleaned on that day
Linen to be changed if unit is cleaned that day
If unwell, report your illness to the POD
Kitchens are to be checked and cleaned if necessary.
Mobile phones can be collected from the POD in the duty office.

7.30am

Bell rung for breakfast by Yr 12 on duty.
Move to the Dining Hall for breakfast
Absent girls must be followed up immediately and a note written in the Duty Office Diary if there is no reasonable excuse for missing breakfast.

8.00am-8.30am

Return from breakfast, prepare for school.

8.30am

Bell is rung, girls to have their name marked off the roll by Boarding Supervisor, go to school.
Units are locked.

3.30pm

Return from school. Name marked off the roll by Boarding Supervisor.
Request for leave to be applied for through the online leave system. This may not be granted on some occasions.
Afternoon tea is available from the duty office.

5.50pm

Bell rung for dinner – move to Dining Hall. Mobile phones handed in.
All units, TV room, duty office and laundry to be locked.
Girls may request to keep the TV room open if there is a unit dinner.
The roll is to be marked by the Yr 12 on duty and checked by the POD.
Absent girls must be accounted for immediately.

6.50pm

Study commences – see table on next page for details.



6.50pm-8.50pm: Study Routine

MON-THURS	YEAR 7/8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Mobile Phone	Hand in 5.45pm	Hand in 5.45pm	Hand in 5.45pm	Hand in 5.45pm	Can Keep
Start Time	6.50pm	6.50pm	6.50pm	6.50pm	6.50pm
Where	TV/Internet Room	TV/Internet Room	TV/Internet Room	Room - door open	Room - door open
Finish Time	8pm	8.30pm	8.30pm	8.50pm	8.50pm
Phone/laptop in for o/night	8.30pm	9.05pm	9.05pm	10.30pm (laptop)	Can Keep
Bedtime	8.45pm	9.45pm	9.45pm	10.45pm	10.45pm
Lights Out	9pm	10pm	10pm	11pm	11pm

10.30pm-11.00pm

Fire doors and main gate checked. Residential tutor in place.
Laundry, TV room, duty office and all units locked.
Security system armed.

Weekends

8.00am

Unlock units, TV room, laundry room etc.

9.00am

Roll is to be marked.
Girls to organise their own breakfast.
Casual leave should only be 2hrs unless more is discussed with the POD.

10am

Roll to be marked.

12.20pm

Bell rung for lunch. Units locked and weekend roll taken to lunch.

12.30pm

Lunch in the Dining Hall unless otherwise specified.
Roll to be marked.

5.50pm

Bell rung for dinner.

6.00pm

Dinner in the Dining Hall, unless otherwise specified.
Roll to be marked.

7.00pm-8.00pm

Study (Sunday only) – quiet to be maintained.

9.00pm

Evening roll to be taken.

Saturday – Yr 7, 8 and 9 mobile phones and laptops checked in.

Yr 10 and 11 girls can keep their mobile phones only.

Sunday – Yr 7, 8, 9, 10 and 11 girls to put their laptops in pigeonhole and Yr 7-10 mobile phone checked in.

Lock up

Saturday – 11.00pm

Sunday – 10.00pm



Mackie Boarding House Daily Routine

Weekdays

7.00am

Year 7-9s wake up and shower
Kitchen and Linen Room unlocked.

7.10am

Year 10s wake up and shower

7.20am

Year 11s wake up and shower

7.30am

Year 12s wake up and shower

7.40am

Bell rung for breakfast, by Yr 12 on duty.
Move to the Dining Hall for breakfast. House to be locked. Prefect on duty marks roll.

8.00am-8.30am

Return from breakfast, prepare for school.

8.25am

Roll call in Common Room then leave for the school day.

3.30pm

Return from school. Sport training, usually twice each week.
Request for leave to be applied for through the online leave system.

5.50pm

Bell rung for dinner – move to Dining Hall.
House to be locked.
The Prefect on duty is responsible for marking the roll and directing tables to collect their meal.

7.00pm

Bell is rung for study. Year 7-10 boys move to Common Room where study is supervised by Tutor on Duty. Year 11-12 boys study in their rooms with the door open. Quiet should be maintained throughout study. Request for academic tutoring should be written on sheet on notice board. Year 7-10 mobile phones to be handed in to the Tutor in the duty office.

8.30pm

(Wednesdays only) Indoor soccer and basketball in gym (voluntary)

9.00pm

(Mon, Tues, Thur) Study ends. Supper. Boys may collect their mobile phones from the Tutor.



7.00pm-11.00pm: Study Routine

MON-FRI	YEAR 7/8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Mobile Phone	Hand in 7-8pm	Hand in 7-9pm	Hand in 7-9pm	Can keep	Can keep
Start Time	7pm	7pm	7pm	7pm	7pm
Where	Common Room	Common Room	Common Room	Room - door open	Room - door open
Finish Time	8pm	9pm	9pm	9pm	9pm
Phone/laptop in for o/night	9pm	9.30pm	9.45pm	Can keep	Can keep
Bedtime	9.15pm	9.30pm	9.45pm	10pm	10.30pm
Lights Out	9.30pm	10pm	10pm	10.15pm	11pm

11.00pm

Security system armed.

Weekends

7.00am-12.00pm

In-House breakfast.
Saturday sport

12.20pm

Bell rung for lunch. House locked.

12.30pm

Lunch in the Dining Hall unless otherwise specified.
Roll to be marked.

5.50pm

Bell rung for dinner.

6.00pm

Dinner in the Dining Hall, unless otherwise specified.
Roll to be marked.

7.00pm

(Saturday) Year 7-10 boys to be in Common Room until 10pm.

(Sunday) Study – quiet to be maintained.

9.00pm

Evening roll to be taken.

10.00pm

Yr 7-10 mobile phones and laptops checked in.

10.30pm

Yr 7-12 roll marked (bed check).

11.00pm

Security system armed.

